

Date: [Insert Date]

[Recipient Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer you an adjunct faculty position in the [Department/School Name] at [Institution Name]. Your expertise in [Subject Area] will be a valuable addition to our academic community.

Your initial appointment will be for the [Term/Semester/Year], teaching [Number of Courses] course(s), specifically [Course Names/Codes]. The appointment is part-time and will begin on [Start Date], concluding on [End Date].

The compensation for this position will be [Salary/Hourly Rate] and will be paid according to the university's payroll schedule.

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline for Acceptance]. If you have any questions, feel free to reach out to me at [Your Contact Information].

We look forward to having you as a part of our team!

Sincerely,

[Your Name]
[Your Title]
[Department/School Name]
[Institution Name]
[Your Contact Information]

Accepted by: _____ Date: _____