

Appointment Offer Letter

Date: [Insert Date]

[Instructor's Name]

[Instructor's Address]

[City, State, Zip Code]

Dear [Instructor's Name],

We are pleased to offer you an appointment as an Adjunct Instructor in the [Department Name] at [University/College Name] for the [Term/Year]. Your expertise in [Subject Area] will be a valuable asset to our students.

Your appointment will begin on [Start Date] and conclude on [End Date]. You will be teaching the course titled [Course Name/Code], scheduled for [Days/Times]. The compensation for this position will be [Payment Details].

As an adjunct instructor, you will be expected to:

- Prepare and deliver course materials effectively.
- Assess and evaluate student progress.
- Participate in departmental meetings as required.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Response Deadline]. We look forward to welcoming you to our faculty.

If you have any questions, do not hesitate to reach out to me at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University/College Name]

[Contact Information]

Enclosure: Acceptance Form