

Contract Offer for Sessional Lecturer Position

Date: [Insert Date]

[Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are pleased to offer you a contract for the position of Sessional Lecturer in the [Insert Department Name] at [Insert Institution Name] for the [Insert Term/Year] academic term.

The terms of your appointment are as follows:

- **Course Title:** [Insert Course Title]
- **Course Code:** [Insert Course Code]
- **Duration:** [Insert Start Date] to [Insert End Date]
- **Compensation:** [Insert Amount] per course
- **Office Hours:** [Insert Office Hours]

Please confirm your acceptance of this offer by signing and returning the enclosed copy of this letter by [Insert Deadline Date]. Should you have any questions, feel free to reach out to me at [Insert Contact Information].

We look forward to having you join our academic community.

Best regards,

[Insert Your Name]

[Insert Your Title]

[Insert Institution Name]

[Insert Contact Information]