

Temporary Faculty Appointment Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer you a temporary appointment as [Position Title] in the [Department Name] at [Institution Name] for the [Term/Duration], commencing on [Start Date] and concluding on [End Date].

Your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your compensation will be [Salary/Hourly Rate] paid on a [Monthly/Bi-weekly] basis. You will also be eligible for [Any Benefits, if applicable].

Please confirm your acceptance of this appointment by signing and returning this letter by [Response Deadline Date].

We look forward to your contributions to our academic community.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]

[Contact Information]