

Official Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Visiting Lecturer in the [Department Name] at [University Name] for the [Semester/Year]. We are excited about the possibility of you joining our esteemed faculty and sharing your expertise with our students.

Your appointment will commence on [Start Date], and you will be teaching [Number of Courses] courses during the [Semester/Year]. Your salary will be [Salary Amount] per course, payable in accordance with the university's payment schedule.

As part of your obligations, we ask that you [Brief Description of Responsibilities]. In addition, you will have access to university resources and facilities relevant to your teaching duties.

Please confirm your acceptance of this offer by signing below and returning this letter by [Acceptance Deadline]. We look forward to welcoming you to our university community.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[University Address]

[City, State, Zip Code]

Candidate's Signature: _____

Date: _____