

# Faculty Appointment Letter

Dear [Faculty Member's Name],

We are pleased to offer you a faculty appointment in the [Department Name] at [University Name]. Your appointment will be effective from [Start Date]. Your position will be [Position Title].

## Appointment Details

- **Department:** [Department Name]
- **Position:** [Position Title]
- **Salary:** [Salary Amount]
- **Contract Type:** [Tenure Track/Non-Tenure Track]
- **Start Date:** [Start Date]

## Benefits Overview

- **Health Insurance:** [Details of health insurance plan]
- **Retirement Plan:** [Details of retirement plan]
- **Paid Time Off:** [Details of vacation and sick leave]
- **Professional Development:** [Support for conferences and workshops]

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

We look forward to welcoming you to [University Name]. Should you have any questions, feel free to contact us.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

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Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_