

Faculty Appointment Confirmation

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your appointment as [Position Title] in the [Department Name] at [University/College Name], effective [Start Date]. We are excited to welcome you to our faculty and look forward to the contributions you will make in your new role.

Your primary responsibilities will include teaching [courses/subjects], conducting research, and participating in departmental and university service. You will report directly to [Supervisor's Name, Title].

Your salary will be [Salary Amount] with additional benefits as detailed in the enclosed documents.

Should you have any questions regarding this appointment or the terms of your employment, please do not hesitate to contact us.

Welcome to [University/College Name]!

Sincerely,

[Your Name]
[Your Title]
[Department Name]
[University/College Name]

Enclosures: Appointment Terms, Benefits Information