

Faculty Appointment Notification

Date: [Insert Date]

To: [Faculty Member's Name]

[Faculty Member's Address]

Dear [Faculty Member's Name],

On behalf of [University/Department Name], I am pleased to inform you that you have been appointed to the position of [Position Title] in the [Department Name], effective [Start Date]. Your appointment is contingent upon the satisfactory completion of any outstanding requirements.

Your initial appointment will be for a period of [Duration of Appointment]. Your responsibilities will include [Briefly Describe Responsibilities], as well as [Any Additional Duties or Commitments].

We believe that your skills and expertise will greatly contribute to the [University/Department Name] and look forward to your acceptance of this offer.

Please sign and return the enclosed copy of this letter by [Response Deadline] to confirm your acceptance of this appointment.

Congratulations once again, and we look forward to welcoming you to our faculty.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]