

# Faculty Appointment Offer

Date: [Insert Date]

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

Dear [Candidate's Name],

We are pleased to offer you a position as [Title] in the [Department] at [University/College Name]. This appointment is effective from [Start Date] and is a [Full-time/Part-time], [Tenure-track/Non-tenure-track] position.

Your initial salary will be [Salary] per year, payable in accordance with the university's standard payroll schedule. You will also be eligible for [mention benefits, if applicable: health insurance, retirement plans, etc.].

Your primary responsibilities will include [briefly outline responsibilities]. You will report to [Supervisor's Name] and will be expected to [mention any specific expectations or goals].

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date]. We are excited about the possibility of you joining our faculty and contributing to our academic community.

If you have any questions, please do not hesitate to contact me at [Your Contact Information].

Welcome to [University/College Name]!

Sincerely,  
[Your Name]  
[Your Title]  
[Department]  
[University/College Name]  
[Contact Information]

Accepted by:  
[Candidate's Signature] \_\_\_\_\_  
Date: \_\_\_\_\_