[Your Name]

[Your Position]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Faculty Member's Name]

[Faculty Member's Position]

[Department Name]

[University Name]

Dear [Faculty Member's Name],

We are pleased to inform you that your faculty appointment will be renewed for the academic year [Year]. Your contributions to the [Department Name] have been greatly appreciated, and we look forward to your continued involvement and impact within our academic community.

Your new appointment will take effect on [Start Date] and will be valid until [End Date]. Details regarding your contract and any modifications will be provided shortly. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University Name]