

Faculty Appointment Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that you have been appointed as a faculty member in the [Department Name] at [Institution Name], effective [Start Date]. This appointment is for the position of [Position Title] and will be for a [Full-time/Part-time] basis.

Terms and Conditions of Appointment

1. **Position:** [Position Title]
2. **Department:** [Department Name]
3. **Salary:** [Salary Amount] per annum
4. **Work Schedule:** [Details about Working Hours]
5. **Duration:** [Length of Appointment]
6. **Probation Period:** [Details about Probation Period]
7. **Benefits:** [Details about Benefits]
8. **Responsibilities:** [Brief Overview of Responsibilities]
9. **Termination Clause:** [Details about Termination Policy]

Please sign and return the copy of this letter by [Return Date] to confirm your acceptance of this appointment.

We are excited about your contributions to our academic community and look forward to your leadership in [specific fields or programs]. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]

Acceptance:

[Recipient Name] Date: _____