

Faculty Position Confirmation

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to confirm your appointment as [Position Title] in the [Department Name] at [University/College Name]. Your official start date will be [Start Date]. We are excited to have you join our team and look forward to your contributions to our academic community.

Your initial salary will be [Salary Amount] and you will be eligible for [mention any benefits/bonuses, if applicable]. Additional details regarding your position and responsibilities will be provided in a formal contract, which we will send to you shortly.

Welcome to [University/College Name]. If you have any questions or need further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University/College Name]

[Contact Information]