

**Subject line: Cleared for Employment**

Dear Dr. [CANDIDATE NAME]:

It is with great pleasure that we offer you the position of Postdoctoral Fellow in the Department of [DEPARTMENT NAME], in the College of [COLLEGE NAME], at The University of Tennessee Health Science Center, for a one-year term beginning [EXACT START DATE] and ending [EXACT END DATE].

The following contingencies discussed in your offer letter have been successfully met:

- Education - Verified
- Fair Credit Report - Cleared

Congratulations! You will be reporting to [MENTOR NAME AND TITLE], and your start date is scheduled for [EXACT START DATE].

Sincerely,  
[BUSINESS MANAGER NAME AND DEPARTMENT]