

TEMPLATE POSTDOC OFFER LETTER
Revised 09/2017

[DATE]

[NAME]

[ADDRESS]

Re: Postdoctoral Fellowship

Dear Dr. [CANDIDATE NAME]:

We are pleased to 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 approximately [APPROXIMATE START DATE] and ending [APPROXIMATE END DATE].

Prior to finalizing your appointment, we ask your assistance in completing the necessary documentation to verify your education and authorization for release of information. To be compliant with federal regulations, we ask that you provide an official copy of your educational certificate, as outlined in the attached letter. We also request that you fill out the attached Fair Credit Reporting Act Disclosure so that a background check can be initiated and completed.

UTHSC must receive these documents in order to further process this offer. When these contingencies (educational record verification and background check) are completed you will receive a **“Cleared for Employment”** email from your hiring department. Continued eligibility to work in the United States is required throughout your employment.

[OPTIONAL TEXT ABOUT THE HIRING DEPARTMENT HIGHLIGHTING ITS POSITIVE ATTRIBUTES].

Located in Memphis, a dynamic Mid-South city rich in culture, history, diversity, music and cuisine, the University of Tennessee Health Science Center is one of the largest, most comprehensive academic health centers in the United States with a solid commitment to postdoctoral training. UTHSC is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA/V institution in the provision of its education and employment programs and services.

Your stipend will be \$[STIPEND AMOUNT] per year, and will be funded from the research funds (UT account #[ACCOUNT NUMBER]) of Dr. [MENTOR'S NAME]. The State of Tennessee has no state income tax. Federal income tax, as well as Medicare and social security taxes will be withheld, if applicable. The position includes an excellent benefits package (<http://www.uthsc.edu/postdoc/benefits.php>). We will provide single coverage health insurance at no cost to you. Additional coverage for your dependent(s) is available at a cost to you (employee co-pay); the University provides the remaining costs for dependent(s) coverage (employer co-pay). Up to two weeks/year of annual leave and reasonable sick leave will be provided, in addition to university holidays/administrative closings. You will be covered by workers' compensation benefits as provided to other university employees by the State of Tennessee. You will not be eligible for state retirement or longevity benefits.

Additional information about health insurance, the Postdoc Handbook, the Postdoc Compact, as well as other benefits and activities for Postdoctoral Fellows can be found at www.uthsc.edu/postdoc.

It is expected that funding for this position will be available for one year, as provided by the Department of [DEPARTMENT NAME]. Should grant funding be unexpectedly terminated during the first year, your position may be eliminated. Your postdoctoral fellowship must be renewed annually, in writing, and is contingent upon acceptable job performance and/or continuation of funding.

Your responsibilities in this position are to _____.

This letter supersedes all previous communication about this position. We look forward to your joining our department and expect a mutually rewarding experience.

Sincerely yours,

[PRINCIPAL INVESTIGATOR]

[DEPARTMENT CHAIR]

Monica M. Jablonski, PhD
Associate Dean, Postdoctoral Affairs

[DATE]

[DATE]

[DATE]

I accept the position as outlined in this letter and I will comply with the request for a Background Check Report and Education Verification. I understand that I will not report for duty until I receive a "Cleared for Employment" email from my department that provides me with an exact starting date.

[PROSPECTIVE POSTDOCTORAL FELLOW]

[DATE]

cc: The Department of Human Resources