

# Postdoctoral Fellow Reappointment E-mail Template

Re: Renewal of Postdoctoral Fellowship

Dear Dr. \_\_\_\_\_:

This email renews your position of Postdoctoral Fellow beginning with your original start date of **(date listed on postdoc's Initial Hire/Rehire Form (PIF))**. The term of this renewal is for one year, starting on \_\_[date]\_ and ending on \_[date]\_\_. Your employment as a Postdoctoral Fellow expires at the end of the term unless renewed in writing and is contingent upon acceptable job performance and continuation of funding.

The only change will be an increase in your salary to \$\_\_\_\_\_.

If you accept the position and the changes noted above, please send a return email with the statement "I accept".

Congratulations, \_\_[university official]\_\_

CC: The Postdoc Office