

**TEMPLATE VISTING POSTDOC SCHOLAR FINAL OFFER LETTER**  
**Revised 8/2016**

DATE

NAME  
ADDRESS

Re: Visiting Postdoctoral Scholar

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

We are pleased to offer you the position of Visiting Postdoctoral Scholar in the Department of \_\_\_\_\_, in the College of \_\_\_\_\_, at The University of Tennessee Health Science Center, for a \_\_\_\_\_ term beginning \_\_[date]\_\_ and ending \_\_[date]\_\_. Your stipend will be \$\_\_\_\_\_ per [month/year], and will be funded from \_\_\_\_\_.

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 Equal Employment/Affirmative Action Title VI/IX/ Section 504/ ADA/ADEA Employer.

You will be covered by the Claims Commission workers compensation. Health insurance will be provided within your scholarship. Up to two weeks/year of annual leave and reasonable sick leave will be provided, in addition to university holidays/administrative closings.

Additional information about the Postdoc Handbook, the Postdoc Compact, as well as other benefits and activities for Postdoctoral Fellows can be found at [www.uthsc.edu/postdoc](http://www.uthsc.edu/postdoc).

It is expected that funding for this position will be available for \_\_\_\_\_ years. Your visiting postdoctoral scholar status is contingent upon continuation of funding from \_\_\_\_\_.

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

I accept the position as outlined in this letter.

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[Prospective Postdoctoral Visiting Scholar]

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[date]

cc: The Department of Human Resources