

# TEMPLATE POSTDOC VISITING SCHOLAR OFFER LETTER

## Revised 02/2018

[DATE]

[NAME]  
[ADDRESS]

Re: Postdoctoral Fellowship

Dear Dr. [CANDIDATE NAME]:

We are pleased to offer you the position of Postdoctoral Visiting Scholar in the Department of [DEPARTMENT NAME], in the College of [COLLEGE NAME], at The University of Tennessee Health Science Center.

Prior to finalizing your appointment, we ask that you fill out the attached Fair Credit Reporting Act Disclosure so that a background check can be initiated and completed. Evidence of funding for your position from your university or government must be provided. The Postdoc Office must receive these documents prior to a final offer being made.

**UTHSC must receive these documents in order to further process this offer.** When these contingencies (background check and evidence of funding) 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 \_\_\_\_\_ . You will be covered by workers' compensation benefits as provided to other university employees by the State of Tennessee. Health insurance must be provided with your scholarship. Up to two weeks/year of annual leave and reasonable sick leave will be provided, in addition to university holidays/administrative closing.

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

Your postdoc visiting scholar 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 Evidence of Funding. 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]