

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

DATE

NAME
ADDRESS

Re: Visiting Postdoctoral Scholar

Dear Dr. _____:

We are pleased to provisionally 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]__. Prior to finalizing your appointment, we ask your assistance in completing paperwork to verify your education and to release information. To be compliant with federal regulations, we ask that you provide the Department of Human Resources with 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. 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.

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.

Your stipend will be \$_____ per [month/year], and will be funded from _____. 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.

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