SAMPLE FINAL POSTDOC OFFER LETTER

DATE

NAME
ADDRESS

Dear Dr. __________:

We are pleased to offer you the position of Postdoctoral Research Trainee in the Department of ___________, in the College of ___________, at The University of Tennessee Health Science Center, beginning [date] and ending [date]. Your stipend will be $_______ per [month/year] and will be funded from the research funds (UT account #________) of Dr. ___________. The State of Tennessee has no state income tax; federal taxes [withholding (federal income tax). Medicare and social security tax] will be assessed if applicable.

OPTIONAL TEXT ABOUT THE HIRING DEPARTMENT HIGHLIGHTING ITS POSITIVE ATTRIBUTES.

OPTIONAL TEXT ABOUT MEMPHIS HIGHLIGHTING ITS POSITIVE ATTRIBUTES. THIS COULD BE INCLUDED AS STANDARD.

You will be covered by the Claims Commission workers compensation. Also, we will provide single coverage health insurance at no cost to you. Additional coverage for your dependent(s) is available for an additional cost to you (employee co-pay); the University provides the remaining costs for dependent(s) coverage (employer co-pay). Because this is a training position you will not be eligible for retirement or longevity benefits. 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 health insurance as well as other benefits and activities for Postdoctoral Research Trainees 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 ___________; however, postdoctoral research trainee positions may be renewed annually, contingent upon acceptable job performance and 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] [date]

Monica M. Jablonski, PhD
Associate Dean, Postdoctoral Affairs

I accept the position as outlined in this letter.

[prospective Postdoctoral Research Trainee] [date]

cc: The Department of Human Resources