SAMPLE PROVISIONAL POSTDOC OFFER LETTER

NAME
ADDRESS

Dear Dr. __________ :

We are pleased to provisionally 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]. 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. These documents must be received by the Postdoc Office prior to a final offer being made.

OPTIONAL TEXT ABOUT THE HIRING DEPARTMENT HIGHLIGHTING ITS POSITIVE ATTRIBUTES.

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

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. 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 the postdoc (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 and 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]                  [Associate Dean, Postdoctoral Affairs]