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.

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.
[Prospective Postdoctoral Visiting Scholar]  [date]

cc: The Department of Human Resources