

TEMPLATE POSTDOC RENEWAL EMAIL

Fixed Term

PLEASE COPY POSTDOC OFFICE IN YOUR CORRESPONDENCE

Revised 06/2019

Re: Renewal of Postdoctoral Fellowship

Dear Dr. _____:

This email renews your position of Postdoctoral Fellow as originally offered in our letter of __[date]_. The term of this renewal is for one year, starting on [date]_ and ending on __[date]_. Your employment as a Postdoctoral Fellow expires at the end of the term unless renewed in writing and is contingent upon acceptable job performance and continuation of funding.

The only change will be an increase in your salary to \$_____. In addition, as of August 1, 2019, we will provide health insurance for you and your family, the cost of which is shared by you (employee co-pay) and the University (employer co-pay).

If you accept the position and the changes noted above, please send a return email with the statement "I accept".

Congratulations,

__[university official]__

CC: The Postdoc Office