DATE

NAME
ADDRESS

Re: Postdoctoral Fellowship

Dear Dr. ________:

We are pleased to provisionally offer you the position of Postdoctoral Fellow in the Department of ____________, in the College of ____________, at The University of Tennessee Health Science Center, for a one-year 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 UTHSC 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. 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 the research funds (UT account #______) of Dr. __________. The State of Tennessee has no state income tax. Federal income tax, as well as Medicare and social security taxes will be withheld, 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 at a cost to you (employee co-pay); the University provides the remaining costs for dependent(s) coverage (employer co-pay). Up to two weeks/year of annual leave and reasonable sick leave will be provided, in addition to university holidays/administrative closings. Due to your status as a special employee you will not be eligible for state retirement or longevity benefits.

Additional information about health insurance, 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 one year, as provided by the Department of ____________. Your position, in all years, is contingent on adequate funding and acceptable job performance. Your postdoctoral fellowship must be renewed annually, in writing.

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