Date Add Delivery Method

Name
Address
City, State Postal Code

Re: Pre-Academic Appointment Addendum to Offer Letter dated [DATE]

Dear [Dr. /Mr. /Ms. Name]:

Thank you for your willingness to begin your transition into the [Department/School Name] prior to the start of the academic year. As discussed, we are pleased to offer you an initial summer appointment for the period of Date, through Date, at \_\_% FTE.

Your primary responsibilities will be [establishing your research and scholarly programs, preparing your teaching activities, engaging with the mentoring process, the opportunity to attend appropriate orientations, and begin working on your assigned workspace.]

Your academic year appointment will begin August 16, YEAR, in accordance with your original offer letter dated [DATE].

We look forward to working and partnering with you as you begin your new role within the [Department/School Name] and the [College Name].

Sincerely,

[Name], Chair/Director [Name], Title

Department/School If applicable, Campus or other location

[Name], Dean

College of [Name]

cc: Provost Office

Appropriate Area/Department Representative(s)

HRS Personnel File

 HRS Benefit Services Unit