[DATE]

[Name]

[Address]

[Address]

Dear [Name],

I am pleased to continue your appointment in my research group at the University of Georgia (UGA) as a Postdoctoral Research Associate [CHANGE TITLE AS APPLICABLE].

This offer is for full-time employment at an annual salary of $[Enter current salary – if higher salary desired, salary request must first be submitted]. [Enter required language for either [defined-term](https://research.uga.edu/docs/forms/opa/Postdoc-Offer-Letter-Template-DefinedTerm.docx) or [open-term](https://research.uga.edu/docs/forms/opa/Postdoc-Offer-Letter-Template-OpenTerm.docx) offer with appropriate time frame of continuation – see second paragraphs in the new offer letter templates at links above.]

Your duties will consist of:

* [Enter duties]
* [Ener duties]

The position is governed by the UGA Policy for Postdoctoral Appointments (<https://research.uga.edu/docs/policies/opa/postdoctoral-research-appointments.pdf>). You will continue to be considered a UGA employee and will continue to have your existing health insurance and other benefits.

Our Human Resource Coordinator *(change this title as needed)* [Enter appropriate contact name with email] can help with administrative questions about this continuation.

[Modify as appropriate] I believe that you have unique knowledge, skills, and motivation to give this exciting research project the tremendous effort, creativity, and leadership required to fulfill its aims, so I am enthusiastic about the prospect of continuing to work with you on our projects. Please do not hesitate to contact me if you have any questions about the position or need any clarification.

Please indicate your acceptance of the terms of this offer by signing below and returning a copy of this signed letter. I would appreciate receiving your response by [DATE].

Sincerely,

[Enter Research Mentor/supervisor information]

I hereby accept the position as described in this letter:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

cc: [Unit Human Resources]

Office of Postdoctoral Affairs (opa@uga.edu)