DATE

CANDIDATE NAME

CANDIDATE MAILING ADDRESS

Dear CANDIDATE NAME:

I am delighted to offer you a position in my laboratory as a Postdoctoral Research Fellow Adjunct starting September 1, 2016. You have received a [Enter name of fellowship] Fellowship and will receive your stipend directly from [Source]. [\*List any details of the specific fellowship, like stipend amount, duration, etc.]

As part of your postdoctoral fellowship in my lab, you will:

* List expectations
* other duties as assigned

The position is governed by the UGA postdoctoral research scholar policy and procedures (<https://research.uga.edu/docs/policies/opa/postdoctoral-research-appointments.pdf>).

Our office manager (offman@dept.uga.edu) can help with administrative questions you have about the details of this appointment. For example, prior to your appointment, UGA requires that you provide certification of your degree (e.g., your official transcripts or a copy of your diploma).

This offer of fellowship is contingent upon completion of a background investigation. Persons who have been convicted of a crime may not be eligible for employment by or fellowship appointment at the University System of Georgia.

I believe that you will give this exciting research project the tremendous effort, creativity, and leadership required to fulfill its aims, so I am enthusiastic about the prospect of you joining my laboratory and contributing immediately to the program. 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,

MENTOR

TITLE

I hereby accept the position as described in this letter:

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