[DATE]

[CANDIDATE NAME]

[CANDIDATE MAILING ADDRESS]

Dear [CANDIDATE NAME]:

I am delighted to offer you an appointment in my laboratory as a Postdoctoral Research Associate to join an impressive team of scientists at the University of Georgia (UGA) engaged in [INSERT DESCRIPTION].

This offer is for full-time employment at an annual salary of [$XX,000] with a start date of [MM/DD/YYYY] and an end date of [MM/DD/YYYY]. In the event this start date is delayed due to appointment processing, the end date will be extended by an equal length of time. The possibility of an extension of the term of this position will depend on your performance, the needs of the project, availability of financial support, and our mutual agreement. If this position is extended, you will receive a formal written continuation letter with an updated end date. In the absence of a formal continuation letter, the end date above is considered a firm end of appointment, and you will not receive additional notice of the end of appointment.

Your duties will consist of:

* [INSERT SPECIFIC DUTIES]
* communicating regularly and in a timely fashion with the PI regarding research and other issues relevant to the operation of the laboratory
* assisting with the daily operations of the laboratory
* assisting with the supervision of the other members of the laboratory
* other duties as assigned

The position is governed by the UGA Policy for Postdoctoral Appointments (<https://research.uga.edu/docs/policies/opa/postdoctoral-research-appointments.pdf>). You will be considered a UGA employee and will be eligible for health insurance and other benefits, such as the ability to participate in a retirement plan, as dictated by UGA policies. BENEFITS ELIGIBILITY & ENROLLMENT: Applicable policy states that UGA employees have 30 days from their hire date to enroll in benefits. Please see the Employee Benefits section of the Human Resources website at <http://www.hr.uga.edu/benefits> for complete benefits information.

Our office manager [INSERT unit contact name, email, phone] can help with administrative questions about this appointment, including benefits or any other details or requirements. 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).

In accordance with the University System of Georgia Background Investigation policy (<http://www.usg.edu/hr/manual/background_investigation>), this offer of employment is contingent upon completion of a background investigation demonstrating your eligibility for employment. Employment at UGA is subject to verification of your identity and eligibility for employment as required by the Immigration Reform and Control Act of 1986 as amended. As required by federal law, you must complete Section 1 of the Form I-9 no later than your first business day of employment.

[MODIFY as appropriate:] 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 [MM/DD/YYYY]. After that date, I will proceed to other candidates.

Sincerely,

[MENTOR]

[TITLE]

I hereby accept the position as described in this letter:

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

Cc: [INSERT Unit Business/HR manager]

Office of Postdoctoral Affairs (opa@uga.edu)