DATE

CANDIDATE NAME

CANDIDATE MAILING ADDRESS

Dear CANDIDATE NAME:

I am delighted to offer you a position in my laboratory as a Postdoctoral Research Associate to join a multidisciplinary team of scientists at the University of Georgia engaged in the development of light-driven tools to study developmental neurophysiology. This offer is for a one-year full-time appointment at an annual salary of $XX,000 with a start date as early as XXXX. The possibility of renewal of this NIH-funded position for subsequent years will depend on your performance (judged by annual evaluation), the needs of the project, availability of financial support, and our mutual agreement.

Your duties will consist of

* synthesizing and characterizing compounds required for biological studies
* measuring the photochemical properties of compounds used for biological studies
* assisting with biological studies
* 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 postdoctoral research scholar policy and procedures (<https://research.uga.edu/docs/policies/opa/postdoctoral-research-appointments.pdf>). You will be considered an employee of the university and 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: Board of Regents’ policy states that 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 (offman@dept.uga.edu) can help with administrative questions you have about this appointment, benefits, or any other details. 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 the University of Georgia is subject to verification of an applicant’s 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 I-9 no later than your first business day of employment.

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 XXXX. After that date, I will proceed to other candidates.

Sincerely,

MENTOR

TITLE

I hereby accept the position as described in this letter:

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