

[University Letterhead]

[Date]

[Future Employee's Name]

[Future Employee's Address]

Dear Mr./Ms./Dr. [Future Employee's Name]:

[Name of Individual or Body Offering Job, e.g., "the Board"] is pleased to offer you a tenure-track teaching position with the title of [Title of the Position] at [Name of Lab, Division, Department, etc.] of [Name of University].

In this capacity, you will be responsible for [briefly describe the duties of the job offered here, or alternatively list them below]:

- [Job Duty]
- [Job Duty]
- [Job Duty]
- [Job Duty]
- [Job Duty]

Your salary for this position will be [#####], plus benefits including health insurance. [Also list any other compensation that may be offered to the employee, e.g., bonuses].

We expect your work in this position to continue indefinitely, provided that you maintain satisfactory performance in your above-described job duties. [Alternatively, you can use this phrasing: This is a full-time permanent position with no fixed term.]

We are very pleased to offer you this position, and have every expectation of maintaining you on our staff.

Sincerely,

[Representative of University or Name of Individual or Body Offering Job]

[Title]