

Postdoctoral Research Fellow Offer Letter - Must be printed on department letterhead.

Insert appropriate
university/school/department
logo here.

Insert department
information here.

Date

Address

Dear [name of postdoctoral research fellow candidate]:

The purpose of this letter is to officially offer you an appointment as a Postdoctoral Research Fellow in the Department of [official departmental title] at The University of Texas Health Science Center at Houston (“UTHealth”). This offer has been approved by the Chair of the Department of [official departmental title], Dr. [chair name and degree].

This appointment is scheduled to begin [month date year] for a period of [duration of appointment]. Your [salary/stipend/compensation] will be [\$ per year] plus fringe benefits as described at this [link](#). [Remove link if not benefit eligible.] You will receive \$_____ as a relocation support supplement within one month of your employment. Please note, this is considered taxable income and will be reflected accordingly on your payment. [Offering a relocation supplement is optional, but if providing, calculate the amount up to 1/12 of the annual salary. More information [here](#).]

Continuation of your appointment will depend upon satisfactory progress, mutual agreement, and availability of funds. As a postdoctoral research fellow, you will be subject to all applicable UTHealth policies, including those governing research conduct, patents, and intellectual property.

Your research activities will be supported by, [source of funding]. The goal of this research is to [brief description of the grant and the contribution expected by the applicant]. You are encouraged to review the UTHealth Handbook of Operating Procedure (“HOOP”) 122 regarding Postdoctoral Research Fellows to understand the role of the Office of Postdoctoral Affairs, the importance of your Individual Development Plan, and the respective roles of you and your faculty mentor. Click [here](#) for link to HOOP 122.

Your appointment is contingent upon meeting all university and legal requirements including, but not limited to a criminal background check, verification of academic credentials, proof of employment eligibility, and documentation of your post-doctorate degree. If you are not a U. S. citizen or U.S. permanent resident, this offer is contingent upon eligibility, processing, and approval of an appropriate non-immigrant visa. You are required to work with our department and the Office of International Affairs to acquire and maintain a valid visa status.

To accept this position, sign and return this letter to [assigned department personnel] by [date].

Also, please feel free to contact me if you have any questions about the appointment process.

Sincerely,

[PI signature]

[PI Name and title]

Position accepted: _____ Date: _____
[Name of Postdoctoral Research Fellow Candidate]