Postdoc FELLOW - Position No. P0001

<Date>

<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

Following the evaluation of your last year’s performance, I am pleased to reappoint you to a postdoctoral fellow appointment at Virginia Commonwealth University. I look forward to continuing our work together on <DESCRIPTION OF PROJECTS, RESPONSIBILITIES, FUNCTIONS>.

Your appointment will be effective on (insert date) with an understanding that you have completed the “Responsible Conduct of Research” (RCR) course within your first year at VCU.

This appointment is a full-time position in the <DEPARTMENT, SCHOOL>. Your salary for this position will be <SALARY> for the period beginning <DATE> through <DATE>. The salary is established in accordance with VCU Guidelines. The appointment is only for the period indicated but, contingent upon satisfactory performance and the availability of funding, may be renewed annually. However, postdoctoral appointments cannot exceed a total of five years for all combined years of institutional training. The funding for your position is <secure for the period of your appointment > or <secure until date> or <dependent upon extramural sources>.

This offer includes health insurance coverage in <insert the plan that you are offering and at what level {individual, spouse, child or family}>. You are eligible for 20 days of paid leave per appointment year in addition to designated University holidays. These benefits terminate when your postdoctoral appointment ends.

If you have any concerns or questions about your appointment, please contact <Dr. >, your faculty sponsor. If this appointment is acceptable to you, please sign and return the original of this Appointment Letter to our office as soon as possible.

I hope that your association with Virginia Commonwealth University is pleasant and rewarding.

Cordially,

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PI Name CHAIR’S NAME

Title, <DEPARTMENT> Chair, <DEPARTMENT>

**I AGREE TO THE TERMS AND CONDITIONS OF THIS CONTRACT AND HEREBY ACCEPT THIS APPOINTMENT.**

This offer is not valid unless signed.

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Signature Date