Place on Departmental Letterhead

[Date]

[Lab/Office]

Dear [Name of Postdoc],

I am pleased to offer you an appointment as a Postdoctoral Research [Trainee/Associate] in the [Department/Center] at The University of North Carolina at Chapel Hill (“UNC-Chapel Hill” or the “University”). This offer of appointment is for a term of one year beginning on [start date] and ending [end date] with an initial annual stipend of $[amount]. This offer of employment is contingent upon the satisfactory outcome of the University’s background check process, including but not limited to a degree verification and criminal record check. We reserve the right to rescind this offer based on the results of your background check. Your appointment carries no commitment, implied or otherwise, of permanent employment in the [Department/Center], the School of Medicine [if applicable], or The University of North Carolina at Chapel Hill. Your position is contingent on the continued availability of funds.

Your work will be carried out under the direction of [PI/Faculty Mentor] and will include [brief summary of duties and responsibilities].

This is a temporary appointment. You will earn 12 days of vacation leave and 12 days of sick leave. This leave balance is available in total on the first day of the appointment. Vacation and sick leave does not carry over each year and is not paid out when the appointment ends. All leave time must be approved in advance by your supervisor. This offer of appointment is subject to the UNC-Chapel Hill Postdoctoral Scholar Policy as well as all other University policies, including the University’s policies on discrimination, harassment, and conduct. The Postdoctoral Scholar policy is available at: <http://postdocs.unc.edu/>, a copy of which is enclosed. The University Policies web site is available at <http://policies.unc.edu>.

This offer of appointment is also contingent on documentation of employment eligibility in accordance with the Immigration Reform and Control Act (IRCA). Provided you accept this offer and assuming satisfactory results in the screening process, you will be required to provide appropriate documentation for the completion of your new-hire forms, including proof that you are presently eligible to work in the United States for I-9 Form purposes. The law prohibits the University from employing or continuing to employ an individual who has not provided the relevant documents as required by law.

All new UNC Chapel Hill postdoctoral scholars are required to attend New Postdoc Orientation within 90 days of their appointment. You are scheduled to attend orientation on [date/time] at [location].

We look forward to working with you and hope that you accept our offer. If you agree to accept this offer, please sign, date, and return the enclosed copy of this offer letter to [Human Resources Facilitator/Human Resources Manager] by no later than [date].\_\_\_\_\_\_\_\_\_\_

Sincerely,

[Name of PI/Faculty Mentor]

cc: Employee file

Attachment: Postdoctoral Scholar Policy

Acknowledgment and Acceptance by

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date