

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/last paid day] with an initial annual [salary/stipend] of \$[amount]. 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. In addition to recognized University paid holidays, you will earn 14 days of Vacation, 12 days of Sick, and 1 day of Personal Observance Leave. This leave balance is available in total on the first day of the appointment. This 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>.

INSERT THE BELOW PARAGRAPH ONLY IF MOVING/RELOCATION ALLOWANCE IS OFFERED; CONSULT THE UNIVERSITY'S POLICY ON NON-SALARY AND DEFERRED COMPENSATION FOR EHRA EMPLOYEES FOR SPECIFIC PROVISIONS.

You are eligible to receive a relocation compensation lump sum payment in the amount of \$[amount] in consideration of the costs of transitioning to employment in Chapel Hill. You may allocate the expenses for moving, house-hunting and temporary housing at your discretion and will not be further reimbursed if expenses exceed the amount received. To be eligible for relocation compensation, the move to your new residence must be 50 miles or more from your existing residence.

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. Acceptable proof of your qualifying degree must be provided within the timelines provided by the University's Background Check Procedure.

All new UNC Chapel Hill postdoctoral scholars are required to enroll in the Postdoc Orientation Canvas Course within the first 30 days of their initial start date. Postdocs will have 90 days to complete the course. To enroll, send an email with your name and UNC email address to jennifer_pruitt@unc.edu. You must attend an [Individual Development Plan \(IDP\) workshop](#), [Responsible Conduct of Research \(RCR\)/Collaborative Institutional Training Initiative \(CITI\)](#), and Mentoring workshop within six months of your start date. All RCR training must be completed within one year from your start date.

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