

“SAMPLE” EMPLOYMENT OFFER LETTER
Postdoctoral Research Associate

Date

Postdoc Candidate Name
Street Address
City, State Zip Code

Dear _____,

We are very pleased to offer you a position as Postdoctoral Research Associate with the University of New Hampshire in the department of _____, effective _____. You will be responsible for _____. (See also attached list of general responsibilities for postdoctoral appointees.)

Your appointment period will be November 1, 2001 — October 31, 200 initial salary of \$_____. You will be eligible to participate in UNH's annual salary increase program based on your faculty mentor's recommendation, consistent with sponsor and USNH salary increase guidelines and availability of funds. This offer is contingent upon your availability to be legally employed in the United States.

You are eligible to participate in the USNH health (medical, dental) benefits program. A benefits enrollment packet will be sent to you. Upon receipt, please call the Human Resources Office @ 862-0501 to arrange for an appointment to go over your benefits options.

In order to have your flexible benefits take effect on the first of the month after your date of hire, it is necessary for you to enroll within the first 30 days of employment. If you choose not to participate in a USNH-sponsored medical program, you must show proof of medical insurance coverage and maintain that coverage during your appointment period at UNH.

As a postdoctoral research associate, you are entitled to be paid for UNH-designated holidays, personal leave, and sick leave. Personal and sick leave will accumulate at one day each for each month worked. Unused personal leave can accumulate up to 12 days one year at a time from the initial appointment date, but must be used (or lost) by the end of the annual anniversary date. Sick leave may accumulate for the duration of your appointment. There is no cash value for unused personal or sick leave at the end of the appointment period or earlier departure from the appointment.

You will be provided with a UNH Identification Card that entitles you to use the UNH libraries and other facilities, obtain a parking permit at the employee rate, and receive UNH employee discounts on equipment/supplies to be used in connection with your job duties, and other similar privileges. UNH does not provide contributions to USNH or private retirement plans for postdoctoral associates. However, you may contribute your own funds to USNH-sponsored retirement programs.

Annual written performance reviews will be conducted by your UNH faculty mentor. Your appointment may be terminated with 60 days notice during the appointment period for reasons of performance, unexpected cessation of funding by sponsor or other reasons specified in USNH Termination Policy USY.V.C.9.

We look forward to your contributions to the _____ department and wish you a productive, rewarding postdoctoral experience. We would appreciate receiving your reply soon but no later than _____. I look forward to hearing from you.

Sincerely,

College Dean Name (and Signature)

Faculty Mentor Name (and Signature)

CC: College BSC