

*Sample Reappointment Letter*

May 1, 2007

Dr. John Doe  
251 Mercer Street, Room 923  
New York, NY 10012

Dear John,

I am pleased to extend your full-time appointment as a Junior Research Scientist for the period of ..... The salary for this position is ..... This offer is contingent upon the availability of funds.

This position is funded by XXX and your duties will be to continue your research on...

To indicate your acceptance, please sign and date this letter below returning the original to Karen Micallef, Room 923, Warren Weaver Hall.

Sincerely,

Dr. Stan Smith  
Professor

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

cc: Sponsored Projects Officer  
M. Torres

**Account to charge: 51103-**\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Sample Temporary Appointment Letter*

May 1, 2007

John Doe  
251 Mercer Street, Room 923  
New York, NY 10012

Dear John,

We are pleased to offer you a full-time temporary position as a(n) ----- in the (area, division) of the Department of Computer Science for the period of X months starting June 1, 2007 through July 31, 2007 at a salary of XXX per month.

Your duties will be to assist me in my research on...

To indicate your acceptance, please sign and date this letter below and return the original no later than **May 10, 2007** to Karen Micallef, Room 923, Warren Weaver Hall.

Sincerely,

Stan Smith  
Professor

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Cc: Sponsored Projects Officer  
M. Torres

Account to charge: **51103-**\_\_ - \_\_\_\_\_ - \_\_\_\_\_

