

ROTC Faculty

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Model Appointment Letter

Date: _____

Dear _____:

I am pleased to offer you an appointment as a non-tenure-track (**Professor/Assistant Professor/Instructor**) [*and Department Head*] in the **(Name of Department)** effective

[Select one ending to the sentence.]

1. **(month day, year)**, the date of your assignment to duties at this University by the U.S. (**Army/Air Force**)

2. During the **(season)** of 20___. The exact date of your assignment to duties at this University will be determined by the U.S. (**Army/Air Force**).

This appointment involves no salary commitment from the University general fund and will terminate automatically if and when you are transferred to other duties by the U.S. (**Army/Air Force**).

We will regard ourselves as mutually committed upon your returning a signed copy of this letter. This offer must be accepted within fourteen (14) days of the date of this letter, unless the time for acceptance is extended in writing.

Sincerely,

I accept this offer.
