Sample Letter for New Postdoc Employee

Date

Current Address

Dear

I am pleased to offer you an appointment as a Postdoctoral Scholar, in the department of (name of department) at Michigan Technological University. You will work under the direction of (direct supervisor) and will be responsible for (duties and responsibilities).

Your duties will commence on (start date) and end on (end-date). You will be paid a salary of (salary – minimum $47,500). Continuance of this appointment is dependent on satisfactory progress and the availability of funding. This appointment may be terminated at any time by you or by the University with written notice.

If you accept this offer, you will need to complete tax and other employment forms (in person) to be placed on payroll on or before your first day of work. You will be invited to a new employee orientation to complete this process.

As a condition of employment, you will be required to enter into a patent, research, and proprietary rights agreement which in substance (1) obligates you to report to the University discoveries, inventions, or other proprietary information developed by you, (2) gives the University the option to take over and finance such discoveries, inventions, or proprietary material and (3) in the event the University exercises the option, provides for the payment to you of the initial $1,000 of income, 15 percent of the income between $1,000 and $30,000 and 33.3% of income in excess of $30,000.

Degree verification and a background check are done through a third-party vendor, Sterling Background Check. They will contact you via the listed e-mail address in your application materials. They will send you a secure link that allows you to enter the personal information needed to verify all degrees and background information.

Michigan Technological University is required to certify that you receive training in the responsible conduct of research (RCR). You will be expected to complete basic and advanced RCR training during your first or second academic semester. You may meet the basic training requirement by serving as a mentor for Graduate School Orientation, or by attending Orientation. You can satisfy the advanced training requirement by providing instruction for one or more sessions of UN0500 or by enrolling in UN0500. You will be required to complete basic and advanced training in order to remain on payroll.

I am pleased to make this offer and hope that your association with (dept) will be stimulating and productive. We will regard ourselves as mutually committed upon your returning a signed copy of this letter within ten (10) days unless the time for acceptance is extended in writing.

Sincerely,

I accept this offer:

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