

Model Appointment Letter

(Date)

(Faculty Name
Department Address
Department Address)

Dear _____:

I am pleased to inform you that continuance of your appointment as Lecturer, with an end date of May X 20XX has been approved.

I appreciate your service to the **(Name of Department/School)** and look forward to your continuing as a colleague.

Sincerely,

(Name of Chair/School Dean
Name of Department/School)

C: Academic HR

I would appreciate having your signature below only to acknowledge receipt of this letter. Please return one acknowledged copy to me.

(Name)

(Date)

C: Academic HR
(following signature by faculty)