

North Carolina Agricultural and Technical State University  
**SAMPLE POSTDOCTORAL SCHOLAR REAPPOINTMENT LETTER**

In an effort to create consistency with the language used for postdoctoral scholar appointments, below you will find language that should be stated in the reappointment offer letter. This sample letter assumes a customary postdoc reappointment with the postdoc performing research/teaching on campus with a NC Agricultural and Technical State University supervisor. If the reappointment terms are different than as offered and accepted in the initial offer letter, then please consult with the Vice Chancellor of the Division of Research and Economic Development and your Department Chair/Dean to determine what additional terms need to be included in the reappointment offer letter. You may be required to resubmit documentation to support such changes.

[Date]

[Scholar Name]

[Scholar Address]

Dear Dr. [Scholar Name]:

This is to advise you that you have been reappointed as a postdoctoral scholar in the Department of **[department name/division of]**. The term of your reappointment is for one year commencing **[state start date of reappointment]**. Your support during this period of reappointment will be at an annual rate of **[\$\$\$\$]**. Your reappointment is governed by the terms and conditions of the initial appointment as described in your initial offer letter dated [insert date of initial offer letter].

Please provide a written response addressed to me as acknowledgment of your agreement with the above terms and conditions as covered under University policies for this appointment.

I look forward to you joining the **[department/division]**. Should you have any questions regarding your appointment, please contact [contact name] by phone at **[XXX-XXX-XXXX]** or e-mail **[email address]**. You may email or mail your written response.

Sincerely,

**[Faculty Mentor or Chair or Dean]**

C: **[Foreign National Employment Manager, HR]**