

**EXAMPLE OF DEAN'S OFFER LETTER**

**\*\*THIS LETTER CAN ONLY BE COMPLETED BY THE DEAN'S OFFICE\*\***

Date

Postdoc's Name, PhD/MD

Address

Dear Dr. Name:

Upon the recommendation of Professor X and the Department of X, I am pleased to invite you to accepted an appointment as Postdoctoral Scholar – X at the University of California, San Diego, effective [begin date] through [end date]. Your appointment will be at 100% time, funded through your mentor's research grant/training grant/your NIH fellowship/foreign government and paid through UCSD's payroll system/paid directly to you.

At the University of California, Postdoctoral Scholars are engaged in advanced research training under the direction of a faculty or research mentor and contributes to the University's research programs. Enclosed please find a letter from your mentor detailing your research project, your responsibilities, and his expectations.

Information on policies that pertain to your appointment as a postdoctoral scholar is available at <http://research/postdoc/administration.aspx>

All offers are contingent upon evidence of doctoral degree, documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986, and funding availability.

You may indicate your acceptance by either signing a copy of this offer letter or by indicating your acceptance under separate correspondence, and returning it to your department. We hope that you will be able to reply by date. Following receipt of your formal acceptance, your department will contact you regarding the completion of appropriate forms to implement your appointment.

Professor X and I look forward to hearing from you soon.

Signature

cc: Chair Y  
Professor X  
Associate Dean D. Sworder

I accept this appointment: \_\_\_\_\_ Date: \_\_\_\_\_

***NOTE: Like all appointments, Postdoctoral Scholars may not begin working until the offer has been accepted, signed, and all appropriate paperwork completed and submitted. They may not begin working earlier than their offer begin date.***