## SAMPLE POSTDOCTORAL FELLOW (BENEFITS-ELIGIBLE) OFFER LETTER

<<Date>>

Dr. <<FirstName>><<LastName>>

<<Address>>

<<City>>, <<State>>

<<Postal Code>>

<<Country>>

Dear Dr. <<LastName>>,

This letter confirms your academic appointment as a postdoctoral fellow in the Department of [DEPARTMENT NAME] at Harvard University, beginning [DATE] and ending on [DATE]. Your term appointment is renewable for up to three years, with reappointments dependent on continued funding and satisfactory performance. If it is determined that your performance is not satisfactory, the appointment may be terminated before the appointment end date. You will be under the direct supervision of Dr. [FACULTY NAME] and will be expected to adhere to all university rules and requirements relevant to your position.

The Harvard International Office (HIO) helps individuals secure status in which to work at Harvard. If you need such assistance, and as the regulations permit, the HIO will assist you in the process of obtaining temporary visa status. We are obligated to mention, however, that any appointment at Harvard is contingent upon obtaining appropriate visa status and that the government is the final arbiter of all immigration-related cases.

This will be a paid, full-time, benefits-eligible position. You will receive $[SALARY/STIPEND AMOUNT] during the initial appointment period and will be eligible for Harvard University’s subsidized comprehensive medical and dental health insurance, and other benefits. Most of the benefit plans require a contribution from participants for coverage. Attached, you will find a chart listing the benefits for which you are eligible. More information on benefits costs is available at: <http://hr.harvard.edu/files/humanresources/files/2015healthplanratechart_facultyandnon-unionstaff.pdf>. Please note that you must enroll in benefits *within thirty days of the start date of your appointment*. As you must first complete your I-9 form in person, on Harvard’s campus, please contact [NAME OF DEPARTMENT ADMINISTRATOR], the Department Administrator, at [PHONE NUMBER] or [EMAIL ADDRESS] as soon as possible, to arrange a visit to complete the I-9. Once your completed I-9 has been processed, you will be able to enroll in benefits.

All incoming faculty and researchers at Harvard University will be asked to review and sign an electronic version of the Harvard University Participation Agreement (<http://vpr.harvard.edu/harvard-university-participation-agreement>) which is designed to help carry out the Harvard University Intellectual Property Policy and other research policies. Please review and electronically sign the Participation Agreement upon your arrival to campus. For information on other FAS and University policies pertaining to your appointment, please see the *FAS Appointment and Promotion Handbook* (<http://academic-appointments.fas.harvard.edu/>).

You will earn vacation time at a rate of 1.67 days per month of completed service. In accordance with FAS policies, you are required to use all accrued vacation prior to the scheduled end of your term appointment. If you should fail to use your accrued vacation days before the end of your term appointment, you will not be paid out for any unused days; in addition, in the event that your appointment is renewed, or your appointment status changes, you will not be allowed to carry over any unused vacation days.

Both before you reach campus and once you arrive, you will have access to resources through the FAS Office of Postdoctoral Affairs. Be sure to review the Office website at <http://www.postdoc.harvard.edu> and contact them with any questions you might have about your impending appointment. Information about Harvard’s many cultural and intellectual resources can be found at: <http://news.harvard.edu/gazette/harvard-events/>.

Your work on [RESEARCH TOPIC] is important and timely research. Formalities aside, we are enthusiastic about having you join our group and are looking forward to working with you. Please contact me if you have any questions regarding the terms of your appointment.

Sincerely,

[NAME]

[TITLE]

Department of [DEPARTMENT NAME]