**15II. SAMPLE POSTDOCTORAL FELLOW REAPPOINTMENT OFFER LETTER**

[REMOVE FROM FINAL LETTER: Template Version: 7/1/23]

<<Date>>

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

<<Address>>

<<City>>, <<State>>

<<Postal Code>>

<<Country>>

Dear Dr. [NAME],

I am writing to confirm the renewal/extension of your appointment as a Postdoctoral Fellow in the Department of [DEPARTMENT NAME] at Harvard University, from [DATE] through [DATE]. As a Postdoctoral Fellow, you will continue to be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

This appointment is conditional on funding and institutional review. All appointments are contingent upon approval of an appropriate visa as required by U.S. Citizenship and Immigration Services (USCIS). The Harvard International Office (HIO) helps individuals secure visas and other appropriate documentation allowing them to enter the United States and pursue their activities at Harvard. If you need such assistance, and as federal regulations permit, HIO will assist you in the process of obtaining temporary visa status. The United States government, however, remains the final arbiter of all immigration-related cases. Furthermore, the United States Department of State visa services at all United States embassies and consulates may be delayed or otherwise impacted by a variety of conditions. It is ultimately the responsibility of the individual appointee to ensure they obtain an appropriate entry visa and any other required authorization prior to arrival at Harvard for their appointed term. [INSERT ONLY IF THE APPOINTMENT IS PAID: In the event that you are unable to obtain a visa and any other required authorization within that time for any reason, Harvard shall have no obligation to pay the (CHOOSE ONE: salary/stipend) specified for the appointment.]

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up-to-date on CDC-recommended vaccines.

EITHER:

This will be a paid, [SPECIFY ONE: full-time/part-time], benefits-eligible position. You will receive an annual salary that will be increased to $[SALARY], paid to you in equal installments on the last business day of each month, and will be eligible for Harvard University’s subsidized comprehensive medical, dental, vision, and other benefits. Most of the benefit plans require a contribution from participants for coverage. More information on benefits and benefits costs is available on the FAS Office of Postdoctoral Affairs [website](https://postdoc.fas.harvard.edu/harvard-benefits-eligible-postdocs?admin_panel=1). Please note that, if you were not previously eligible for Harvard benefits, you must enroll in benefits within thirty days of the start date of this appointment.]

OR:

Your [SPECIFY ONE: full-time/part-time] position will be funded from your fellowship from [FUNDER NAME]. You will receive an annual stipend of $[SALARY] paid through [Harvard University/FUNDER NAME].

Postdocs who are paid with a stipend should be aware of potential tax implications and requirements associated with receipt of the stipend.  Generally, taxes are not withheld from stipend payments for postdocs. In addition, University contributions to a postdoc’s benefits may be considered taxable income for the postdoc (i.e., imputed income), and such postdocs must generally report these contributions as earnings when filing taxes. Because taxes are not withheld, postdocs may wish to reserve a portion of their stipend for the purpose of paying taxes on their income.

For further information please review the [Fellowship Payment FAQs](https://nratax.oc.finance.harvard.edu/files/nra/files/fellowship_handout.pdf) and the University’s [Policy on Fellowship Payments and Reimbursements for Students and Non-employee Postdocs/Fellows](https://policies.fad.harvard.edu/fellowships-vs-reimbursements). Additional information regarding tax reporting of fellowship income for non-employee research fellows can be found on this [Fellowship Reporting Handout](https://www.hsph.harvard.edu/faculty-affairs/wp-content/uploads/sites/40/2012/11/Fellowship-Reporting-Handout.pdf) and on the University’s [Nonresident Alien Tax Compliance](https://nratax.oc.finance.harvard.edu/) web page.

Please note that Harvard is not providing you with any tax guidance or advice, and this information should not be considered tax, financial, or legal advice. Tax considerations are often unique to each individual, and you are encouraged to consult with your own tax professional to determine how to report and treat your stipend payment.

[IF THE POSITION IS ELIGIBLE FOR BENEFITS: “This position will be eligible for Harvard University’s subsidized, comprehensive medical, dental, vision, and other benefits. Most of the benefit plans require a contribution from participants for coverage. More information on benefits and benefits costs is available on the FAS Office of Postdoctoral Affairs [website](https://postdoc.fas.harvard.edu/harvard-benefits-eligible-postdocs?admin_panel=1). Please note that, if you were not previously eligible for Harvard benefits you must enroll in benefits within thirty days of the start date of your appointment.]

[IF THE POSITION IS NOT ELIGIBLE FOR BENEFITS: This position will not be eligible for Harvard University benefits. You are responsible for providing your own health insurance coverage, which is required of all Massachusetts residents. More information is available on the FAS Office of Postdoctoral Affairs [website](https://postdoc.fas.harvard.edu/non-harvard-benefits-eligible-postdocs).”] As a member of the Harvard community, you will have access to library and computer facilities, and you can purchase a membership for the Harvard recreational facilities.

[ADDITIONAL RELEVANT INFORMATION FOR THE POSITION, SUCH AS OFFICE/DESK SPACE, RESEARCH ALLOWANCE, TRAVEL ALLOWANCE, INSTITUTE OR CENTER AFFILIATIONS AND RESOURCES, ETC.]

I look forward to continuing to work with you on [TOPIC(S) OF RESEARCH. ADDITIONAL DUTIES/RESPONSIBILITIES. *Consider including some or all of the following and adapt to your group’s use:* In addition to your research, we expect you to participate in international conferences and publish conference and journal papers, to propose new directions and projects and assist in preparing research proposals, and to supervise and interact with graduate and undergraduate students. You may also have opportunities to assist with courses and to prep grant proposals.] If you are funded in part or wholly by a grant or an award, you will be informed which grant(s)/awards(s) you will be working on at any given time.

We will plan to discuss your objectives, progress, and achievements regularly, and ahead of your next renewal date, we will discuss your achievements and progress and set objectives for the following year. If it is determined that your performance is not satisfactory, or if funding ceases to be available, the appointment may be terminated or not renewed before the appointment end date.

For information on other FAS and University policies pertaining to your appointment, please see the *FAS Appointment and Promotion Handbook* (<https://academic-appointments.fas.harvard.edu/>).

Finally, the [Office for Postdoctoral Affairs](https://postdoc.fas.harvard.edu/) is an excellent source of information for incoming Postdoctoral Fellows. Information about Harvard’s many cultural and intellectual resources can be found in the [Gazette](https://news.harvard.edu/gazette/harvard-events.).

Formalities aside, I am delighted to continue working with you. Please let me know, if you have any questions regarding the terms of your reappointment.

Sincerely,

[FACULTY MENTOR NAME]

[TITLE]

Department of [DEPARTMENT NAME]