Letter of offer to Postdoctoral Research Associates

**CONFIDENTIAL**

Date:

Name:

Address:

Dear Dr. [name],

I am pleased to offer you the position of Postdoctoral Research Associate in the Department of [department name]. Your appointment will be full time on a twelve-month service basis with an annual salary of [$X]. We propose a start date of August 16, [year]. This position offers 24 paid vacation days annually; any unused balance is non-compensable upon separation.

(Add any personal comments you want to make about the appointment.) I will be writing separately to you about your opportunities here, about research support, and about your responsibilities. The total length of all postdoctoral appointments at Illinois may not exceed five years.

I have included links, below, to some of the benefits and general terms of employment at the University. The University of Illinois at Urbana Champaign is pleased to have a Postdoctoral Affairs Office. More information on the office is available at [Postdoctoral Affairs Office](http://www.grad.illinois.edu/postdocs/new) .

(If the candidate is still working towards degree completion, then add the following language: Appointment as a Postdoctoral Research Associate at the salary specified is contingent upon receipt of your doctoral or terminal degree by [date].)

This offer is contingent upon your successful completion of a criminal background check process in accordance with the University of Illinois Background Check Policy. Following your acceptance of this offer, you may receive an email from HireRight Customer Support, [noreply@hireright.com](mailto:noreply@hireright.com). The background check process will not begin until you provide authorization by responding to the email from HireRight Customer Support, [noreply@hireright.com](mailto:noreply@hireright.com). Please respond promptly to this request. You can find the University policy, the Urbana campus Guidelines for Implementation of the Background Check policy and a set of Frequently Asked Questions (FAQ’s) at [Background Checks](http://humanresources.illinois.edu/job-seekers/background-checks.html).

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899).

In addition, you will be required to document eligibility for employment as required by the Immigration Reform and Control Act of 1986 on or before your first day of work. This recommendation for appointment is subject to approval by the Board of Trustees of the University of Illinois.

If you choose to accept our invitation, we would appreciate receiving your acceptance in writing by [date].

Sincerely,

[Supporting Professor]

I, [Name], accept the above offer.

Signature

Date:

## Enclosures:

[Communication #2 – General Terms of Employment for Academic Staff Members](https://uofi.app.box.com/s/sxqf3ghn8lzc5lcb9ujsiu6bwdn4zi2p)

[Benefits](https://www.hr.uillinois.edu/UserFiles/Servers/Server_4208/File/Benefits/EmployeeBenefits.pdf)