**Offer Letter Template: Postdoctoral Fellow**

<Date>

XXXXXXXX

XXXXXXXX

XXXXXXXX

Dear <Candidate’s Name>:

On behalf of the Georgia Institute of Technology(“Georgia Tech”), it is my pleasure to offer you an appointment as a Postdoctoral Fellowin the **[research unit]** at a salary of $**[salary]** per year, effective **[effective date]**.

Your initial assignment, as we discussed, will be under the supervision of **[supervisor’s name]**. Elaborate on job duties here. This is a **[% time]** appointment that carries an expectation of a **[XX-hour]** workweek.

This offer and its commitments, supersedes all other offers and commitments, oral or written, explicit or implied, made by any person at Georgia Tech.

Postdocs in **[research unit]** are primarily dependent on sponsored research. All employment and assignments are ultimately contingent upon outside funding. Because of this funding situation, all **[research unit]** research faculty members should remain constantly aware of the need for developing and conducting sponsored research. This agreement may be terminated with a thirty-day written notice by either party.

Use the following if the appointment is PhD contingent:

Your employment is contingent upon your obtaining your PhDprior to **[hire date]**. In the event that your degree will not be conferred until a later date, an official document from your Registrar’s Office stating that you have met all degree requirements and that **[degree]** will be conferred on **[expected date of degree conferral]**. Official transcripts will be required as soon as possible thereafter.

By accepting this offer, you agree to comply with any applicable statutes and regulations, the Bylaws and Policies of the Board of Regents of the University System of Georgia (“BOR”), and all Georgia Tech policies. BOR and Georgia Tech policies are available at [www.usg.edu](http://www.usg.edu) and [www.gatech.edu](http://www.gatech.edu). General descriptions of Georgia Tech’s fringe benefits, consulting policy, employment policies, and guidelines are available online at <http://www.ohr.gatech.edu/>. Further details can be obtained by viewing the Faculty Handbook online at <http://www.policylibrary.gatech.edu/faculty_handbook>.

As a fiscal-year faculty member, you will accrue 14 hours per month of vacation leave and eight hours per month of sick leave. All leave must be reported in the appropriate time-management system and approved by your supervisor.

This offer is contingent upon:

1. If a visa is required, include the following: Receipt of the necessary approvals for you to work in the United States from the U.S. Citizenship and Immigration Service;
2. If DoD Clearance is required, include the following: As discussed during your employment interview, this position requires that you be granted a DoD Secret National Security Clearance within six months after your employment with
3. Your completion of the upper portion of Federal Form I-9 on the first day of your employment. This form must be completed in the presence of an authorized deputy of the Georgia Tech Office of Human Resources where you will be asked to present proof of your identity and your eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986;
4. Your completion of a State Security Questionnaire;
5. Your signing of a loyalty oath and intellectual property agreement;
6. Successful completion of a standard background investigation, including a criminal background screen per Georgia Tech and University System of Georgia policies, see: <http://policylibrary.gatech.edu/employment/pre-employment-screening>. Please note employees may not begin work or be paid prior to successful completion of the background investigation. Your Human Resources representative, **[departmental HR contact]**, will contact you once you have been cleared to begin work; and
7. Approval by the President of Georgia Tech.

If RCR training is required (see <http://rcr.gatech.edu/compliance-postdocs>) include the following: By acceptance of this offer, you agree to complete Responsible Conduct of Research (RCR) training. This will include completion of the online CITI module within the first 60 days of employment and completing 8 hours of “In Person” training within the first year of employment.

Salaries are directly deposited to the financial institution of your choice on the last workday of each month.

Please notify us of your decision to accept this appointment by signing the acceptance statement below. If you have any additional questions, feel free to contact me.

Sincerely,

<Name>

Chair/Director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Office of Executive Vice President for Research

I accept this offer with an effective date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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<Type Candidate’s Name here> Date