**[Date]**

**Name and address**

Dear **[Name]:**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a teaching appointment in the **[School/College]** during the summer 2022 semester.

You will be teaching the following class(es). Please see the attached job description for more information.

**[Class(es)], [Credit hours and contact hours per week]**

For this teaching assignment, the **[School/College]** will provide you with **[amount]** of summer salary, which will be paid as follows: **[List months and amounts]**. Please include the following f the faculty member is also receiving funding for other work: In addition to teaching, you will be expected to **[continue working on research/description of service and/or administrative duties]**. For this assignment, you will receive **[amount]** of summer salary. This funding will be paid from **[Funding unit OR your research funding]**.

As a reminder, your total summer salary may not exceed one-third of your previous academic-year salary. This offer may be modified or rescinded at any time based upon student enrollment and/or funding availability.

Sincerely,

**[Name]**

Dean/Chair of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Type Candidate’s Name here> Date