

TEMPLATE POSTDOC RENEWAL EMAIL

Fixed Term

PLEASE COPY POSTDOC OFFICE IN YOUR CORRESPONDANCE

Re: Renewal of Postdoctoral Fellowship

Dear Dr. _____:

This email renews your position of Postdoctoral Fellow as originally offered in our letter of ___[date]___. The term of this renewal is for one year, starting on ___[date]_ and ending on ___[date]___. Your employment as a Postdoctoral Fellow expires at the end of the term unless renewed in writing and is contingent upon acceptable job performance and continuation of funding.

The only change will be an increase in your salary to \$_____.

If you accept the position and the changes noted above, please send a return email with the statement "I accept".

Congratulations,

___[university official]___

CC: The Postdoc Office