Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am writing to confirm your reappointment as a [Title] in my group. Your reappointment will be effective from Start Date through End date. Your appointment has the opportunity for renewal subject to mutual agreement, continued funding, and satisfactory performance. You will continue to be under my direct supervision and will be expected to adhere to all Harvard University rules and requirements.

For salaried Postdocs, salaried Fellows, Research Associates and Research Scientists only:

With this appointment, you are represented by the Harvard Academic Workers (HAW) - UAW for purposes of collective bargaining and matters affecting your compensation and working conditions. You will receive an annual salary of $[SALARY] paid to you in equal installments bi-weekly. However, the University and the HAW-UAW are presently in negotiations for salary increases for academic year 2025-2026. As a result of those negotiations, and following the conclusion of those negotiations, your salary may increase for academic year 2025-2026.

**OR**

For any other paid appointments:

This reappointment will be at the annual salary / stipend of $amount paid to you in equal installments bi-weekly.

You will continue to work on TOPIC(S) OF RESEARCH – please detail in a short paragraph the topics and scope of research and reference relevant grant projects as applicable.

Due to the importance of in-person mentoring with their faculty sponsor and having the opportunity to interact with colleagues and researchers within their department, it is expected that SEAS researchers work on campus.

Prior to your next renewal date, I look forward to discussing your achievements and progress and to setting objectives for the following year.

For paid appointees only:

You will continue to earn vacation time at the rate of 1.67 days per month. In accordance with FAS/SEAS policies, unused vacation time does not roll forward into subsequent appointment years. Nor is unused vacation time paid out when you leave Harvard. Please discuss your vacation and holiday plans with me in advance. [Please visit this website](https://academic-appointments.fas.harvard.edu/h-family-leave-policy-postdoctoral-fellows-and-research-associates) for more information on paid time off policies.

International scholars only: Your Academic Appointments Manager will be in touch with you regarding extending your visa authorization, if applicable.

If you decide to leave your position before End Date, please inform me so we can work together on your transition. Please let me know if you have any questions about this position. I very much look forward to continuing to work with you.

Sincerely yours,

signature

Faculty Member

Title

cc: Academic Appointments Manager