Letter must be on faculty letterhead

ADDRESS

DATE

Dear NAME,

I am writing to confirm your reappointment as an Associate in my group while you continue to hold outside employment as Job Title at Institution / Company. Your reappointment will be effective from Start Date through End date.

You will continue to work on TOPIC(S) OF RESEARCH – please detail in a short paragraph the topics and scope of research. If applicable, please outline any changes to the collaboration since the original appointment letter.

During your appointment, you are expected to adhere to all Harvard University rules and requirements.

This appointment is unpaid and does not qualify for visa sponsorship or benefits.

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