

TEMPLATE POSTDOC RENEWAL EMAIL

Fixed Term

PLEASE COPY POSTDOC OFFICE IN YOUR CORRESPONDENCE

Revised 08/2021

Re: Renewal of Postdoctoral Scholarship

Dear Dr. _____:

This email renews your position of Postdoctoral Scholar 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 Scholar 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 \$XX. Your current employee benefits will remain unchanged.

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