**[DATE]**

**[CANDIDATE NAME]**

**[CANDIDATE ADDRESS]**

Dear **[CANDIDATE NAME]**,

On behalf of Southern Methodist University (SMU) and the Department of **[HIRING DEPARTMENT]**, I am pleased to offer you the position of **[POSITION TITLE]**. Your initial appointment will begin on **[START DATE]** and end on **[END DATE]**. During this appointment, you will be involved in **[RESEARCH PROJECT]**. This is a full-time, benefits-eligible position and your work will be carried out under the direction of **[PI/MENTOR]**.

Your compensation will be **[MONTHLY SALARY]** with an annualized salary of **[ANNUAL SALARY]** to be paid monthly.

In addition to your compensation, your total compensation package includes a comprehensive benefits package. SMU’s benefits program is designed with the employee in mind and includes, but is not limited to: 12 paid sick days, paid holidays, immediate health benefits coverage for you and your eligible dependents and various other programs. Your participation is governed by SMU’s policies and the terms of applicable programs. You will learn about SMU’s benefit programs during New Employee Orientation. In the meantime, you are welcome to read more about your SMU’s benefits programs by clicking [here](http://www.smu.edu/BusinessFinance/HR/BenefitsAndWellness/HealthAndOtherBenefits).

First Day Instructions:

You will begin your new position on **[START DATE]**. As soon as you arrive on campus, you must visit:

1. **ISSS Office to complete your Mandatory Check-In** as required.
2. **Department of Human Resources** to complete your Form I-9. Please click [here](http://www.smu.edu/BusinessFinance/HR/AboutHR) for directions to the Department of Human Resources and parking instructions for this day.

New Employee Orientation:

You have been scheduled to attend New Employee Orientation on **[ORIENTATION DATE]**. New Employee Orientation will be held from 9:00am to 12:00pm in the Department of Human Resources. Please click [here](http://www.smu.edu/BusinessFinance/HR/AboutHR) for directions and parking instructions for this day. During orientation, you will learn more about SMU’s benefit programs and receive important enrollment instructions. You will also begin your [Total Orientation Process (TOP)](http://www.smu.edu/BusinessFinance/HR/LearningAndDevelopment/TotalOrientationProcess/PostDocChecklist) where you will gain valuable insight about our school and campus in addition to finding out more about the resources available to you. You will receive more details regarding your first week of employment via your online onboarding portal after you have formally accepted this offer.

It is understood that this letter outlines all terms of employment with SMU and supersedes any verbal discussion. This offer is on an “at will” basis and, therefore, nothing described herein may be interpreted to limit either party’s respective rights to terminate our employment relationship at any time. If you accept, your employment with SMU consists of this offer letter and the applicable provisions of the SMU University Policy Manual, which SMU may change from time to time, at its discretion.

This offer is contingent upon your ability to demonstrate appropriate work authorization by your first day of employment and the successful completion of a pre-employment check. It is a requirement of the University’s accrediting association that we maintain on file for all postdocs an official transcript of your highest degree earned. Furthermore, all full-time employees are required to maintain mandatory trainings as determined by Human Resources and communicated to you through HR. This position is contingent on continued funding, project needs, and a satisfactory annual performance review.

To indicate your acceptance of this offer, please sign this offer as instructed below. Please contact the Department of **[DEPARTMENT]** at **[DEPARTMENT NUMBER] [DEPARTMENT EMAIL]** if you have any questions or need any additional information related to your position. You may also reach the Postdoctoral Affairs team at 214-768-6122 for general questions about postdoctoral training and policies at SMU.

We hope you accept this offer. We look forward to having you join our team!

Sincerely,

Robin S. Poston, PhD

Dean, Moody School of Graduate and Advanced Studies

Associate Provost for Graduate Education

Southern Methodist University

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Sign above to indicate your acceptance of this offer.