

[DATE]

[NAME]

[ADDRESS]

Dear Dr. [NAME],

Congratulations on your appointment as Postdoctoral Scholar at the Friedman School of Nutrition Science and Policy. We welcome you to Tufts and hope that your time with us will be productive and enjoyable. It is my pleasure to confirm the details of your appointment as follows:

 **Start Date**: [DATE]

 **Job Title**: Postdoctoral Scholar

 **Supervisor:** [SUPERVISOR NAME]

 **Department/Unit**: [FRIEDMAN SCHOOL UNIT] (check with Krissy Day for official names)

 **School:** Friedman School of Nutrition Science and Policy

 **Compensation:** $[AMOUNT] paid semi-monthly

 **FLSA Status**: Exempt

In your role as postdoctoral scholar, you will be working on ongoing research activities related to [DESCRIBE RESEARCH].

This is a limited-term appointment position commencing on [DATE] and ending [DATE]. Your appointment will be reviewed annually pending performance and availability of funds, and may be extended up to a maximum of five years. This appointment is grant supported, and if eliminated, you will not be eligible for severance pay.

Tufts Support Services (TSS) will contact you regarding health and dental insurance benefits, which begin on your date of hire. Additionally, you have been scheduled for a New Employee Orientationon [DATE].  Please report promptly to 75 Kneeland St., 6th Floor, HR Training Room 601. We ask that you stay for the first half of the orientation where you will be introduced to the culture of the University and receive information important to you as a Tufts employee. Employment policies, technology resources, Environmental Health and Safety, Tufts Police, identification cards, and parking facilities among the topics to be covered.

In addition, the Tufts University Postdoctoral Officer, Alex Bohm (andrew.bohm@tufts.edu), holds monthly orientation lunches for incoming postdocs, alternating between the Boston and Medford campuses. Finally, you will be contacted by Dr. Sean Cash, Postdoctoral Officer for the Friedman School, prior to your arrival. He will provide you with information about resources for postdocs. You may direct any postdoc-related questions to him at sean.cash@tufts.edu or 617-636-6822.

Sincerely,

[SUPERVISOR]

Cc:

Sean Cash, PhD, Postdoctoral Officer, Friedman School of Nutrition Science and Policy

Krissy Day, Director of Business Operations, Friedman School of Nutrition Science and Policy

Ruth Baylis, HR Business Partner