*Must be printed on departmental or faculty letterhead*

*Date*

*Name:*

*Address:*

Dear Dr. *(Name of Postdoc),*

I’m delighted to inform you that your Postdoctoral Fellow appointment will be extended for the period of *mm/dd/yyyy* through *mm/dd/yyyy*. I understand you will continue to be supported by (*name of foundation or fellowship)* in the amount of (*fellowship amount*) and you will receive no salary (or *other financial support*) from MIT. (*OR INCLUDE*) I will provide support in the amount of (*amount*) to meet MIT’s salary guidelines for Postdoctoral Scholars. In addition, I will provide (*amount*) for health insurance costs, for total support of (*amount*) (*if applicable*).

You will continue research on *(provide detailed research description- minimum of 2 sentences).*

Bori Stoyanova (bori@mit.edu) and Roxana Hernandez (roxanah@mit.edu), HR team for the Department of Chemical Engineering, are copied and will be in touch with you to handle details of the extension process.

Sincerely,

*Name of faculty*

*Title*