

On departmental or faculty letterhead

Date

Name

Address (optional)

Dear (*name of Scholar*),

It is my pleasure to offer you an appointment as a Postdoctoral Associate in my research group in the Department of Chemical Engineering at Massachusetts Institute of Technology, contingent upon the completion of your PhD requirements, for the period of **DATE though DATE**. Your annual salary will be **\$00,000.00**. You will be eligible for the standard MIT Employee Benefits outlined [here](#). This is a one-year appointment with the possibility for extension, contingent upon performance and availability of funds.

While in my group, the focus of your research will be on **xxxx**. As a Postdoctoral Associate at MIT, you will have the opportunity to develop your scholarly competence with my guidance, mentorship and supervision. Postdoctoral scholars at MIT are not accorded principal investigator status and do not receive consulting privileges. Please note that appointees to this rank must report their outside professional activities to their department heads annually, as described in *Section 4.4 Conflict of Interest* and *4.5 Outside Professional Activities* of the MIT Policies and Procedures Manual.

In accordance with federal law, your employment is contingent upon satisfactory work eligibility in the U.S. We are happy to support your U.S. visa sponsorship. Upon arrival at MIT, you will be asked to provide proof of identity and authorization to work in the U.S. On or before the first day of work, you must visit to the I-9 office in the Atlas Service Center (Building E17, first floor) in order to verify work eligibility in the U.S. This has to be done within three business of your start date at MIT.

Borislava 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 the details of pre-arrival and HR onboarding. We believe that MIT is an outstanding organization with a talented and dedicated research staff and that you will be a valuable member of our team. We are glad to welcome you to MIT and ChemE!

Sincerely,

Name of faculty

Title: