*Must be printed on departmental or faculty letterhead*

*Date*

*Name:*

*Address:*

Dear Dr. *(Name of scholar),*

It is my pleasure to offer you an appointment as a Postdoctoral Fellow in my research group in the Department of Chemical Engineeringat Massachusetts Institute of Technology, *contingent upon the completion of your PhD requirements*, (include only if recent PhD grad) for the period of *mm/dd/yy* through *mm/dd/yy.*  You will be eligible for MIT Postdoctoral Fellow Benefits (please visit the MIT Benefits website for additional information <http://hrweb.mit.edu/benefits/eligibility/eligibility-postdoctoral-fellows>). Please note that this is a year-limit position, with the possibility of an extension, contingent on appropriate funding and performance.

I understand you will 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*).

While in my group, the focus of your research will be *(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 on this letter and will be in touch with you to handle the details of the application process.

Sincerely,

*Name of faculty*

*Title*