

[format on DLC letterhead]

[Date]

[Employee Name]

[Employee Address]

Dear Dr. [Name]:

I am pleased to offer you an appointment as a Postdoctoral Associate in the MIT [INSERT DLC name]. MIT is a place where talent, resources, innovative ideas, and dedication meet to provide a uniquely stimulating and challenging environment, with a commitment to making the world a better place.

Postdoctoral Associates come to MIT to develop their scholarly competence while working under the supervision and mentorship of MIT faculty/investigators. [Under the direction of [INSERT PI NAME] or, Under my direction] you will be working on [insert brief description of project].

Your annual salary for this position is \$[X] (pre-tax), paid semimonthly, based on 100% effort, and is subject to appropriate tax withholdings. You may find useful information in MIT's [tax guidance for foreign nationals](#), or [tax guidance for U.S. residents](#).

Your anticipated start date is [date]. As a Postdoctoral Associate you are appointed for a 1-year term, with the possibility of renewal for additional 1-year terms subject to satisfactory performance, funding availability, and programmatic needs. More information about the Postdoctoral Associate appointment may be found in [MIT Policies and Procedures 5.3.2](#).

Your appointment is contingent upon proof of PhD completion and is also contingent upon the successful completion of a background check.

If you require visa sponsorship, this offer is contingent upon your being eligible for and successfully obtaining an immigration status that permits MIT employment. A [DLC name] administrator [or include name of administrator here] will work with the [International Scholars Office](#) to initiate the visa application process.

As a Postdoctoral Associate*, you are considered an employee of the Institute and may be eligible for employee health and welfare benefits through [MIT's Benefits Office](#) and in most cases for the leave policies (Holiday, Vacation, Sick Leave, etc.) as outlined by [MIT Human Resources](#). The cost of employee health benefits is shared by MIT and the employee, and your share of health insurance will be deducted from your semi-monthly paycheck.

Additional resources available during your postdoctoral training at MIT include access to robust [Career Advising and Professional Development](#) services, opportunities for

networking and leadership outside your lab through the MIT [Postdoctoral Association](#), and resources for your personal life through the [Center for WorkLife and WellBeing](#).

If you are new to the Cambridge/Boston area, you can familiarize yourself with the cost and availability of housing and childcare through resources found at MIT [Postdoctoral Services](#), and you can receive individual advice before your arrival by contacting worklife@mit.edu.

Outside professional activities must be reported to the department head or lab/center director annually, as described in [Section 4.4 Conflict of Interest](#) and [4.5 Outside Professional Activities](#). Consulting privileges are not normally available to postdoctoral scholars. If you are presented with an opportunity to consult (paid or unpaid) that would add value to your training and education, and a similar opportunity does not exist at MIT, it is critical for you to discuss with us first, prior to any engagement, so we can review for potential conflicts of interest and commitment.

We are excited at the prospect of having you join MIT! To accept this offer, please reply by email with your acceptance. Should you have any questions regarding your appointment, please contact [\[INSERT AO/HR ADMINISTRATOR NAME\]](#) by phone at [\[XXX-XXX-XXXX or email @mit.edu\]](#).

Sincerely,

[\[AO, HR Administrator or Faculty\]](#)

*Additional information on Postdoctoral appointments at MIT:

As a postdoctoral scholar, you may be appointed as a Postdoctoral Associate or a Postdoctoral Fellow, depending on the source of your funding. During your time at MIT, you may spend time in each role. [The differences between the two roles is described on the MIT Postdoctoral Services web page.](#)