

Must be printed on departmental or faculty letterhead

Date

Name of Scholar
Address

Dear Dr. (*name of scholar*),

I'm delighted to inform you that your Postdoctoral Associate appointment will be extended for the period of *mm/dd/yyyy* through *mm/dd/yyyy*. Your annual salary will be (\$\$\$) and you will continue to be eligible for MIT employee benefits.

You will continue research on (*provide detailed research description- minimum 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.

Please do not hesitate to contact me if you should have any questions.

Sincerely,

Name of faculty
Title