

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