

COLLEGE/DEPARTMENT LETTERHEAD

DATE

INSIDE ADDRESS

Dear _____:

It is my pleasure to offer you an appointment as an ([e.g. Assistant Professor](#)) in the department of ([Academic Department](#)). We are delighted that you will be joining us. This is an exciting time at Boise State University and we are confident that you will find this a welcoming and productive environment.

The enclosed document is our formal offer of employment to you. You may accept these terms into a binding agreement by signing and returning it to me. An employment contract will also be prepared and sent to you for signature prior to your start date.

We are looking forward to working with you and will send you additional materials regarding our New Faculty Orientation program and other activities and events in which we hope you will participate when you arrive on campus.

(Insert any additional information specific to College and Department activities or other matters.)

If you have any questions or concerns about your appointment, please do not hesitate to contact me.

Sincerely,

[\(Name\)](#)

[\(Title\)](#)

[\(Contact Information\)](#)