Date

Name

Address

Dear:

I am pleased to extend a summer appointment for Summer Term (indicate term here) which is effective from (enter dates here and number of pay periods). You will be appointed at \_\_\_ FTEwith a salary of (enter salary) at your current rank of \_\_\_\_\_\_\_ (enter in current rank). Funding for this summer appointment will be from (enter in funding source).

Your duties/responsibilities for the summer term appointment will be:

Please accept the summer appointment by signing below.

Sincerely,

Chair name

Chair title

I accept the summer appointment as indicated above

Employee name Date signed