

**TEXAS A&M UNIVERSITY
CHEMISTRY DEPARTMENT**
SAMPLE OF EMPLOYMENT EXTENSION LETTER

Insert Date

Insert Name of Selected Applicant

Insert Address

Dear *Insert Name*:

I am writing to offer you _____ additional years in the position of _____ at the Department of Chemistry. This _____ position requires a Ph.D. in _____ with related _____ training. In addition, other essential skills include _____ (*elaborate*) _____, all of which are unique qualifications that you have.

Your responsibilities will continue to include _____ (*describe in detail the job duties*) _____. As in the past, your participation in (for example: *teaching, analyzing data as part of writing scientific papers and preparing scientific presentations, including grants*) will be very important.

The _____ position you are being offered is for the period _____ through _____ at the annual salary of \$ _____. (*if not employed full time, please enter the percentage of FTE and the monthly salary earned*; which is equal to _____ hours per week). This position will be supported for this period by available funds from research grant provide grant reference.

This offer is contingent upon you obtaining or holding the required visa status, continued satisfactory job performance, and availability of funds. Should you have any questions regarding the foregoing feel free to contact me.

Sincerely,

Insert Name
Principal Investigator

Simon W. North
Department Head

xc: Judy R. Ludwig

My signature indicates that I accept the offer as described above.

Insert Name of Employee

Date