

**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

\_\_\_\_\_  
David H. Russell  
Department Head

xc: Teresa C. Wyatt

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

\_\_\_\_\_  
*Insert Name of Employee*

\_\_\_\_\_  
Date