

(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear:

On behalf of the Boston University School of Medicine and [Department/Center/Institute], I am pleased to confirm our offer of the position of Postdoctoral Associate, effective on Start Date. Your salary will be \$\_\_\_\_\_ per month. Your Boston University identification number is U.

This is a grant funded position and the funding will expire on \_\_\_\_\_. If the funding for the position is not renewed, your employment with Boston University will be terminated on that date.

This offer is contingent upon satisfying the requirements of the Immigration Reform and Control Act of 1986, which requires all newly hired employees to produce proof of their identity and employment eligibility within their first three days of work. Please be prepared to produce the required documentation on your first day of work. The enclosed appendix lists acceptable documents which comply with the above law.

It is essential for all new employees to attend our Orientation Program. You have been scheduled for Orientation on (Date) beginning promptly at 8:45 AM and concluding at 12:00 PM. Please report to the Human Resources Office, located at 801 Massachusetts Avenue, Suite 400.

The Boston University School of Medicine, Division of Graduate Medical Sciences, Office of Professional Development and Postdoctoral Affairs (OPDPA) offers professional development opportunities to enhance, support, and promote the postdoctoral experience at the Boston University School of Medicine. We encourage you to take advantage of these and other resources offered through OPA, as noted in the following link (<http://www.bumc.bu.edu/gms/gateway/post-doc/>).

Please accept my best wishes for an enjoyable association with the University. Should you have questions regarding your employment with Boston University Medical Campus, please feel free to contact (\_\_\_\_), your Human Resources Consultant, at (617) 638-4610.

Sincerely,

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Principal Investigator

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[Division Chief/Department Chair or Director of Center/Institute]

Cc: Human Resources  
Office of Postdoctoral Affairs