

(Name)
(Address)
(City, State & Zip)

Dear:

On behalf of the Boston University School of Medicine and [Department], I am pleased to offer you a position of Postdoctoral Fellow as part of a mentored, non-employee postdoctoral training track, effective on Start Date and ending on End Date. Your participation in the training program may be renewed every year up to five (5) years and is contingent upon your satisfactory performance and availability of external funding. Please note that this position is supported by an externally funded training grant and the stipend does not constitute payment of salary for services rendered.

Your postdoctoral experience will be mentored by Dr. XXX, [title].

You will receive a stipend in the amount of \$_____ based on funding secured from [insert funding source]. This stipend is paid to you as a non-employee in training. Please note that no federal, state, or local taxes, Social Security or disability insurance will be deducted from the stipend. Please note that it is your personal responsibility to contact the IRS so as to understand the tax implications of receiving this stipend.

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 BU School of Medicine. We encourage you to take advantage of these and other resources offered through OPDPA, 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 any questions, do not hesitate to contact _____

Sincerely,

/Principal Investigator

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

Please acknowledge your acceptance of this training opportunity by signing this letter in the space provided below.

Postdoctoral Fellow

Cc: Human Resource
Office of Postdoctoral Affairs
Division Chair/Director