

DATE

NAME  
ADDRESS  
ADDRESS

Dear **NAME**:

I am pleased to offer you a position as a **full/part-time (Junior/Assistant/Associate/Senior) Research Scientist/Scholar, code 103/113** in the **DEPARTMENT** at New York University starting **DATE**.

Salary

Your starting salary will be **\$AMOUNT** per month, which is **\$AMOUNT** on an annualized basis. The funding source for your appointment will be **AWARD/RESEARCH GRANT**. The initial appointment is for **START DATE – END DATE**. Reappointment is contingent on satisfactory performance and progress, continued availability of funds, as well as by mutual agreement.

Job Summary:

- **Responsibilities...**
- **Responsibilities...**
- **Responsibilities...**

**As a part-time Code 113, your hours will be xx per week.**

A benefits overview guide for full-time research personnel can be found by visiting the following web site:  
<http://www.nyu.edu/hr/benefits/ft.employees/prof.research.103.html>

Probationary Period

Your first six months of employment are considered probationary.

Contingency

This offer of employment is contingent upon your eligibility to work in the United States. You are required to present original documentation which verifies your eligibility to work in the United States when your employment commences. To learn more about the documents you may present, please go to the following website and review the I-9 Employment Eligibility Verification form: <http://www.nyu.edu/hr/forms/ei9.html>

Sincerely,

PI

I acknowledge and accept this appointment: \_\_\_\_\_  
Researcher's Name Date