Postdoctoral Researcher Offer Letter Template

Date

Name
Address
City, State

Dear XXXXX,

I am pleased to extend to you this offer of employment with Oregon Health & Science University for the position of Postdoctoral **Researcher** with an annual salary of $xxx,000 (a bi-weekly salary of $xxxx). Confirming our recent discussion, this appointment is a full-time position with a start date of XXXXX. This position is an "employment at will" position, which means that your employment may end at any time.

This offer is conditioned upon acceptable results of a background check and satisfactory reference checks.

You will be eligible to participate in OHSU's medical, dental, vision life and disability insurance benefits on the first of the month following your date of hire and benefits enrollment. Eligible family members, including domestic partners, may be enrolled in the plans as well. The OHSU benefit program is a cafeteria-style benefit plan for which you will receive a monthly contribution from OHSU to purchase your benefits. Dependent upon your choices you may have additional out of pocket expenses or receive taxable cash back. If you are covered under another medical insurance program and choose not to enroll in our medical plan, you may opt to receive cash back for benefit dollars not used. Below I have briefly outlined several OHSU benefits, which will be reviewed more fully with you during your orientation:

1. Medical and Dental Insurance: Several health plan options are available including an OHSU PPO plan. Three choices are available for dental plans. The medical plans include vision and pharmacy.

2. Other Insurance: Term Life Insurance (including dependent life), Short and Long Term Disability, Accidental Death and Dismemberment and Long Term Care Insurance.

3. Flexible Spending Accounts: Through payroll deductions, you may use pre-tax dollars for eligible childcare expenses up to $5,000 per year and up to $2,500 per year for eligible health care expenses.

4. Time-Off Accruals: Postdoctoral Researchers receive 80 hours of vacation annually and 12 days of sick leave per year, accrued monthly, tracked at the department level, as well as nine paid holidays per year.

5. Postdoctoral Researchers may participate in the University Voluntary Savings Program. The University Voluntary Savings Program is an optional retirement program that allows employees to contribute to a 403(b) or 457(b) plan through payroll deduction.

6. Parking and Alternative Transportation: Parking rates and availability vary by lot location. Due to our urban locations and the number of patients, employees and other guests who regularly visit OHSU, we encourage the use of mass transit, car pools, or other alternative forms of transportation. A Tri-Met/Max pass is available to OHSU employees at a significant discount. In addition, the OHSU Tram and Portland Streetcar are free to individuals who display an active OHSU employee identification badge.

XXXXX, the XXXX team and I are excited that you have decided to join us, and we look forward to the contributions you will make. I know you will find the work we are doing in XXXXX at OHSU to be rewarding and stimulating.

Please sign the second copy of this letter and return it to me at your earliest convenience. If you should have any questions, I may be reached at (503) XXX-XXXX.

Sincerely,

C: Human Resources

Accepted:_____ Date:_____