Postdoctoral Trainee Offer Letter Template

Date

Name
Address
City, State Zip

Dear XXXXX,

I am pleased to extend to you this appointment with Oregon Health & Science University for the position of Postdoctoral Trainee with an annual stipend of $xxx,000 (a monthly stipend of $xxxx). Confirming our recent discussion, this appointment is a full-time, fixed term appointment with a start date of XXXXX extending through XXXXX, and may be renewed by OHSU upon its expiration for an additional period of time. Individuals holding this title are not employees. The duration of this appointment and indicated stipend may be changed or eliminated if a grant, gift or contract fund supporting this appointment becomes unavailable.

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

You will be eligible to participate in OHSU's medical and dental insurance benefits on the first of the month following your date of appointment and benefits enrollment. Eligible family members, including domestic partners, may be enrolled in the plans as well. The OHSU insurance benefit program is a cafeteria-style benefit plan for which you will receive a monthly contribution from OHSU to purchase your insurance benefits. Dependent upon your choices you may have additional out of pocket expenses. 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.

1. Other Insurance: Term Life Insurance (including dependent life) and Long Term Care Insurance is available for purchase.

2. Time-Off Accruals: Postdoctoral Trainees are subject to leave policies consistent with the funding agency providing the financial support for the appointment.

3. 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:_____