[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

 Re: Offer of Employment as a Limited-term Lecturer at Purdue University

Dear [Dr./Mr./Ms.] [Last Name] ,

On behalf of Dean David A. Reingold and the College Of Liberal Arts it is my sincere pleasure to offer you employment as a {insert position} in {insert department} at Purdue University. This offer is contingent upon approval by the Provost of Purdue University.

*Salary & Benefits*

Your appointment will begin on {insert start date} and end on {insert end date}. Your salary will be {insert salary} and will be paid to you in five installments during the semester, with partial payment in August and full payments in September through December. Your appointment will be at {insert FTE} FTE and your position is not benefits eligible.

Your responsibilities will involve teaching {insert teaching information}.

This offer is also contingent upon sufficient student enrollment in the above-listed courses as well as overall enrollment with priority for teaching schedules given to resident faculty. If there is insufficient enrollment, then this appointment is subject to cancellation.

Please sign where indicated on the attached contract and return a signed copy to me by {date}. A fully-signed copy of this letter and the fully signed contract (i.e. containing my, your and the Provost’s signature) will be provided to you immediately upon the Provost’s review and approval of the appointment.

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]