**POSTDOCTORAL FELLOW OFFER LETTER TEMPLATE**

[INSERT OFFICIAL LETTERHEAD]

[Insert date]

[Candidate’s Full Name]

[Address]

[City, State Zip]

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to thank you for your interest in joining my research group at the Albert Einstein College of Medicine (Einstein). After reviewing your application and letters of recommendation, I am pleased to offer you an appointment as a Postdoctoral Fellow in the Department(s) of [Department Name(s)]. This offer is contingent upon providing proof of satisfactory completion of a doctoral degree prior to your arrival at Einstein. This may be either a copy of the doctoral diploma or a letter from the university’s registrar stating that all of the requirements for the Ph.D. degree, including a successful thesis defense, have been satisfactorily completed. [If the candidate is an MD, the reference to the PhD may be deleted.]

Please note, if you possess a foreign degree, it will need to be translated and evaluated prior to your arrival in the United States. Our offer is also contingent upon the successful completion of our onboarding process which includes education and employment verification, an independently conducted criminal background investigation, drug screening and authorization to work pursuant to the Immigration Reform and Control Act of 1986 ("IRCA"). The entire onboarding process, except for the drug screening test, should be completed prior to your arrival at Einstein.

This appointment will commence on or about [date] and is expected to continue for a period of [number] years. Official postdoctoral appointments at Einstein are for one year. Assuming satisfactory performance and continued funding availability, this appointment will be renewed from year to year by mutual agreement. The appointment carries a stipend of [stipend amount] for the first year, with a yearly review according to the policies of the Belfer Institute for Advanced Biomedical Studies.

Your work in my laboratory will include [description of research project]. It is expected that you will [description of responsibilities and expected performance]. During your postdoctoral appointment, you can expect that I will [description of guidance and mentorship that the postdoctoral fellow can expect from the PI].

As per the National Institute of Health (NIH) guidelines, postdoctoral fellows engaged in research are expected to be actively engaged in their training and career development during their research appointments (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-008.html>). Information about our Career and Professional Development program can be found on the College website at <https://www.einsteinmed.edu/education/career-development/>.

Your appointment is subject to the terms outlined in this letter, as well as to the policies and procedures of the Belfer Institute for Advanced Biomedical Studies, which can be found on the College website at <https://einsteinmed.edu/research/belfer-institute/postdoctoral-policies/>, and those of the Albert Einstein College of Medicine, which can be found at <https://einsteinmed.edu>. Please review these websites and familiarize yourself with their content.

As another condition of your employment, you will be required to successfully complete Einstein’s online Preventing Discrimination and Harassment training prior to your first day.  The training will last approximately one (1) hour. Please review Appendix B for detailed instructions. Upon completion of the training, please print a copy of your Certificate of Completion and present it to your departmental administrator on or before the first day of your new role.

Your appointment also requires proof of eligibility to work legally in the United States. If you are not a citizen or permanent resident of the United States, the Medical School, as appropriate, will assist you in the sponsorship of the appropriate visa for you. Meanwhile, you should familiarize yourself with the material on the website of the Office of International Services at <https://einsteinmed.edu/administration/international-services/>.

As a full-time Postdoctoral Fellow, you are eligible to participate in a benefit package which includes a broad range of pre-tax (if applicable)benefits. More information about the benefits offered to full time postdoctoral fellows can be found at <https://einsteinmed.edu/research/belfer-institute/postdoctoral-policies/>. Subject to availability, you are also eligible for neighborhood housing owned by the College. If you wish, I will submit your name for consideration as soon as I receive your answer. Further details about benefits, housing, stipends and other information of interest and importance to postdoctoral fellows are available on the Belfer Institute site at the web address above.

We are relying on the various written and oral representations that you have made in the course of applying for this appointment, and our understanding is that you have disclosed in full any issues that relate to your professional standing and your eligibility for this appointment. Prior to beginning work, you will need to present documentation of identity and employment eligibility. In compliance with the Immigration Reform and Control Act of 1986, your employment at Einstein can begin only after adequate documentation has been presented and verified.

I am pleased at the prospect of your joining my research program. Please sign a copy of this letter, review and complete all items in the attached appendices and return the entire packet to me. Please contact me if you have any further questions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Faculty Member Name, Degree]

[Academic Rank], [Department Name]

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[Chair Name] Toni Burrell, Program Manager

Chair, Department of [Department Name] Belfer Institute for Advanced

 Biomedical Studies

I accept the postdoctoral fellow appointment on the terms and conditions provided in this letter.

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(Signature) (Date)