Date

Name

Address

Dear Name:

We are pleased to offer you a summer teaching appointment in the **[INSERT DEPARTMENT OR SCHOOL]** of **[INSERT DEPARTMENT OR SCHOOL NAME]** for **[INSERT SESSION AND YEAR]**. This assignment is for the period from **[INSERT DATE]** through **[INSERT DATE]**, including submission of grades by noon on **[INSERT DATE]** at a salary of $**[INSERT SALARY]**. Paychecks will be issued semi-monthly beginning **[INSERT DATE]**.

Your specific teaching assignment is as follows:

Course # Course Name Semester hours Days of Week Time Room & building

Key dates in the (semester/session) calendar are:

Date Day Your class begins

**(List here all special dates, e.g., last day to drop without penalty, break periods, etc)**

Date Day Finals Week

Date Day Grades due by noon

This appointment is contingent upon adequate enrollment and funding, and is subject to change through final registration. Please confirm your acceptance of this offer and terms by signing and returning the enclosed copy of this letter by **[INSERT DATE]**. We are looking forward to having you with us for a successful session.

Sincerely, Accepted under terms and conditions

outlined above.

Signed

**[INSERT NAME/TITLE]**

Department/School of \_\_\_\_\_\_\_\_\_\_ Date

C: Dean, (College)

Provost

Human Resources-Information Systems