*The University of Alabama at Birmingham*

*CENTER APPOINTMENT OFFER LETTER TEMPLATE*

(Insert Date)

(Insert Name)

(Address)

(City, State, ZIP)

Dear (insert name):

I am pleased to inform you that the (insert center, center board or committee) has approved your appointment as (insert rank) in the University of Alabama at Birmingham (insert center name), effective (insert date).

As you know, the mission of the (insert center) is to (insert description of the center’s mission). As (insert rank), you will be responsible for (insert description of role and responsibilities).

This letter will be forwarded to the UAB Human Resources Records Administrator to confirm your appointment as an official member of the Center faculty. As a member of the Center, you will be notified via e-mail about events, funding opportunities, seminars, and other important Center happenings. You also will be featured in the faculty section of our web page. In addition, you may use the Center’s listserv and website to communicate items you feel would be of interest to our members.

If you accept this appointment, the Center administrator will contact you to schedule a Welcome Meeting with me so that I can talk with you in more detail about the Center and the mutually beneficial relationship it has with its members.

We are pleased to have you as a (insert center name) faculty member, and we look forward to working with you in the years to come.

Sincerely,

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

Professor

(Add any additional signatures as needed)