



DEPARTMENT OF MEDICAL SCIENCES

INDIANA UNIVERSITY
School of Medicine

March 5, 2008

Postdoctoral Candidate, Ph.D.
Top-Notch Research Institute
University of Somewhere College of Medicine
1234 Double Helix Street
Any Town, Country

Dear Dr. Candidate,

Pending final approval from Dr. John Doe, Chairman, Department of Medical Sciences, it is with great pleasure that I offer you a Postdoctoral Fellow position in my laboratory, to commence on March 5, 2008.

Based on the NIH guidelines with your number of years of postdoctoral experience, your beginning salary, excluding fringe benefits, will be \$--,000 per year. The initial appointment will be for a period of one year and further extensions will be contingent upon your performance and availability of funds.

It is clear from your background, experience, and research interests that you will be able to contribute significantly to our understanding of the role of special molecules in specific biological processes, as part of my group.

We are looking forward to welcoming you to Indiana University and Indianapolis to begin your postdoctoral fellowship.

If you have any questions, please do not hesitate to ask.

Sincerely,

Sallie Mae Smith, Ph.D.
Assistant Professor
Department of Medical Sciences
Indiana University School of Medicine

cc: Dr. John Doe
Ms. Jane Smith (Department Office Manager)
Ms. Cindy Lou Who (Department Business Manager)

Sallie Mae Smith, Ph.D., Assistant Professor
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