

**Standard sample offer letter for Postdoctoral Fellows who will be employed at 50% or more and for a period longer than six months (Use the paragraphs that are appropriate.) Please delete paragraph numbers in final version.**

**Dr. Postdoc Name**

Address

Dear Dr. **Postdoc Name**:

(1) On behalf of the Medical College of Georgia, I am pleased to offer you a position as a Postdoctoral Fellow with the **(unit name)** at a monthly rate of **\$x** that equates to **\$x** per year. Please report for work on **x (date)** unless we agree otherwise. Salaries are paid in monthly checks, usually on the last working day of each month.

(2) Your initial assignment, as we have discussed, will be in **x**. Subsequently, other interesting and challenging assignments may evolve elsewhere within **(Unit name)**. **(Unit name)** is primarily dependent on sponsored research. So, all employment and assignments are ultimately dependent upon outside funding. Because of this funding situation, you should remain constantly aware of the need for developing and conducting sponsored research. This letter is not a contract and does not guarantee employment for any specified period of time.

(3) This offer of employment is contingent upon completion of a background investigation including a criminal background check demonstrating your eligibility for employment with MCG, as determined by MCG in its sole discretion, confirmation of the credentials and employment history reflected in your application materials, and, if applicable, a satisfactory credit check. This includes completing the investigation and awaiting the results before employment can commence for any new employee. You are required to initiate all of your employment paperwork prior to your first day of employment and complete all required employment paperwork within the first three days of employment.

(4) MCG has several attractive insurance and benefits programs which are available to postdocs and may be reviewed at the online orientation website or discussed with the Benefits Department of the Division of Human Resources (HR). In an effort to limit the amount of time you must spend in HR, we are pleased to offer a New Employee Employment/Benefits Processing online at <http://webapp.mcg.edu/hr>. As you are navigating through this site, you will be asked if you are a New employee or a Visitor & current employee, please select Visitor & current employee since a password has not been established for you at this time. If you experience any difficulties logging in to the website, please contact Catherine Holmes at 706-721-3196. Please complete and print all required forms and bring them with you to your processing session. If you do not have computer access or require assistance, please contact your Department Manager or the Human Resources Processing Section at (706) 721-0961 or (706) 721-0962. We encourage you to utilize this. Completing these forms in the HR office often takes 2 – 4 hours.

(5) We sincerely hope you will join our staff. We feel you will have a great opportunity for professional development here and that you will be an asset to **(Unit name)**. If you intend to accept this offer, please sign and date below and return a copy of this letter to me at **(FAX NUMBER)** by **(DATE)**

Sincerely,

Sincerely,

**(Chair/Director)**  
**(Unit Name)**

**(PI/Mentor)**  
**(Unit name)**

cc: Dena Pickett, Assistant Director, CC&E, Division of Human Resources  
Hiring Unit Department Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional offer letter caveats to meet the hiring units needs as follows (Select appropriate paragraphs and insert in your offer letter):**

1. The following is suggested language **for postdoctoral fellows who are nonimmigrants (H-1B, J-1/J-2 or TN).**

a. ADD AT THE END OF PARAGRAPH (1). Your employment at MCG is contingent on the successful (**petition, extension or transfer**) of your (**H-1B, J-1, TN**) visa.

b. **ONLY For Nonimmigrants (H-1B, J-1/J-2 or TN) WHO ARE COMING TO THE U.S. FOR THE FIRST TIME:** ADD BETWEEN PARAGRAPHS (3) AND (4).

Your employment at MCG is also contingent upon receiving a social security number (SSN). As soon as possible upon your arrival in the States, you should apply for a United States SSN. You will not be able to begin employment at M C G until the Social Security Administration has assigned you an SSN. It will be necessary for you to apply in person at any office of the Social Security Administration. It will probably be 3 to 4 weeks before your number is assigned. Depending on your immigration circumstances, it could be 2 to 3 months before the number is assigned.

You may wish to bring money with you for your immediate expenses when you arrive in the U.S. Expenses will include temporary or permanent housing, food, transportation, utility deposits, and other miscellaneous expenses. It is recommended that you bring with you \$4,000 to \$5,000 for yourself and if you are accompanied by dependents, additional funds may be required. Due to the time it may take to assign an SSN, please be aware that you may not receive a check from MCG for a month or more, so you cannot depend on your salary to pay these immediate arrival expenses. Banks in the U.S. usually require 5 to 15 days before checks drawn on them will be paid; checks drawn on foreign banks can take even longer. A place of residence and SSN are usually required to open such accounts. Therefore, you may wish to bring the funds for your arrival expenses in traveler's checks so that you can use the money as soon as you arrive.

2. **If your candidate has a US address**, please include this one sentence at the end of PARAGRAPH (3.) Please complete the enclosed Criminal History Questionnaire and return it in the envelope provided at least one week prior to your employment start date. It is important that we have a successful background check before your official employment start date with the Medical College of Georgia.

**Then, be sure to enclose the questionnaire <http://www.mcg.edu/hrforms/CriminalHistoryI.doc> and envelope in the offer mailing. The address on the envelope should be as follows:**

*The Medical College of Georgia  
Attn: D. Pickett  
Human Resources Division  
1120 15th Street-Annex I  
Augusta, Georgia 30904*

3. **For candidates about to be granted their degrees:** ADD BETWEEN PARAGRAPHS (3) AND (4). As was also discussed with you during the employment interview, this offer is contingent upon the award of your Ph.D. from the (school) by (employment date). If your degree will not be conferred until a later date, please provide an **official document from your registrar's or Dean's office** stating as follows, "Ph.D. Student has completed all the requirements for the Doctor of Philosophy degree in (field of study) and has successfully defended his/her dissertation as of (date). His/her official graduation date will be (date)." Official transcripts are required as soon as possible thereafter and should be submitted to the Division of Human Resources.

4. The following is an example of verbiage used **in offer letters for potential employees who will not be working at 100% time:** SUBSTITUTE AT "PLEASED" IN PARAGRAPH 1.

... "pleased to offer you a position as a (title) with the (UNIT) at a salary of \$2,250 per month which equates to \$27,000/12 months basis based on your working 75% time (equivalent to \$36,000/12 months basis at 100% time). NOTE: EMPLOYEES WORKING AT LESS THAN 50% ARE NOT ELIGIBLE FOR BENEFITS.