[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

 Re: Offer of Employment as a Limited-term Lecturer at Purdue University

Dear [Dr./Mr./Ms.] [Last Name] ,

On behalf of Dean David A. Reingold and the College Of Liberal Arts it is my sincere pleasure to offer you employment as an {Acadmic year}{Fiscal year} {insert position} in {insert department} at Purdue University. This offer is contingent upon approval by the Provost of Purdue University.

*Salary & Benefits*

Your appointment will begin on {insert start date} and end on {insert end date}. Your salary will be {insert salary} and will be paid to you in five installments during the semester at a monthly rate of {insert monthly rate}, with partial payment in August and full payments in September through December. Your appointment will be at {insert FTE} FTE and your position is not benefits eligible.

Your responsibilities will involve teaching {insert teaching information}{insert credit hours}.

This offer is also contingent upon sufficient student enrollment in the above-listed courses as well as overall enrollment with priority for teaching schedules given to resident faculty. If there is insufficient enrollment, then this appointment is subject to cancellation.

A fully-signed copy of your signed contract will be provided to you upon full approval of the appointment.

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]