DATE

Post-Doc

ADDRESS IN CANADA

Important - make sure this is here

**Re: Letter of Offer for Post Doctoral Fellowship at the University of Victoria with the**

 **Department of NAME**

Dear Post Doc,

I am pleased to offer you an extension of your Post-Doctoral Fellow position with the Department NAME from [date] through [end date].

The previous letter dated [DATE OF ORIGINAL LETTER OF OFFER] remains in effect and constitutes the contract for your term of appointment at the university and is conditional upon you obtaining approval from government agencies responsible for immigration and work permits. Your salary will be [give hourly or yearly amount, hours and vacation days]

Should you have any questions, please do not hesitate to contact me. Please indicate your acceptance of this offer by signing the enclosed copy of this letter.

We look forward to continuing to have you as a colleague.

Sincerely

Professor

I have read and understood the terms of this employment contract, the *Post Doctoral Fellows Policy HR6130* and *Procedures for the Appointment of Post Doctoral Fellows* and accept the terms of this offer.

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

Signed: Post-Doc NAME Date