



[Date]

[Prospective PDF name]

[Prospective PDF address]

Dear [Prospective PDF name],

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

I am pleased to offer you a post-doctoral fellow position at the University of Victoria in the [Name of department]. Please review the [Post-Doctoral Fellows Policy HR6310](#) and associated procedures. This letter, together with this policy, describes the full terms of your appointment at the university.

[This offer is conditional upon you completing all your doctoral requirements and providing your supervisor with written proof of your completion before the appointment at the University of Victoria commences.]

[You will be performing research on [field of research]. As part of your duties, you are expected to assist with project-related tasks and contribute to the management of the project by communicating with outside collaborators, exchanging information and materials as necessary. You will also contribute to the existing research group and participate in research meetings.] These activities will take place in [Location of research].

**Appointment details:**

Start date: []

End date: [] [Information about renewal]

Supervisor: []

Supervisor's email: []

The initial appointment will be on a full-time basis of 35 hours/week [and is subject to a probationary period of 3 months.]

**Salary:** The annual salary for this position is [salary] (CAD, pro-rated for a shorter term). You will be funded through the [name of grant] from [name of funding agency].

**Conditions:** You agree to abide by all [University policies](#) while employed by the University. Any terms and conditions of employment which have not been expressly addressed in this letter but which are covered by the BC Employment Standards Act and Regulations (ESA) will be dealt with in conformity with the relevant provisions of the [ESA](#).



**Benefits:** As an Internal PDF, you are eligible to enrol in the university sponsored Extended Health Plan and Dental Plan subject to the conditions in [Policy HR6310](#). 75% of the premium costs for these plans will come through grant funding. You must enroll for extended health and dental coverage; it does not happen automatically. You are additionally eligible for the Employee and Family Assistance program (EFAP), which is covered at 100%. See the [Post-Doctoral Fellow Guide to Benefits and Premiums](#) for more information.

**Vacation and sick days:** The number of paid vacation days per calendar year to be taken at a mutually agreed upon time is [number of vacation days]. You are entitled to 10 days paid sick leave per year. These entitlements will be pro-rated for a shorter term.

**[Relocation:** You are eligible for a one-time relocation reimbursement up to a maximum amount of [maximum reimbursement] (CAD), in accordance with the granting agency principles and [Policy HR6310](#).]

Please sign below to accept the terms of this offer.

Sincerely,

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[Name of Supervisor]  
[Position of Supervisor]

CC: [Name and email of Academic Unit head]  
Micah Brush, Post-doctoral Fellow Administrator, [postdocadmin@uvic.ca](mailto:postdocadmin@uvic.ca)

I acknowledge and accept the terms and conditions of this offer.

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[Prospective PDF Name]

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Date