*Date*

*Chairman’s name*

*Department*

Dear Dr. *Chairman’s last name*:

I am writing to request your approval to appoint *Applicant’s name* as a Postdoctoral Research Fellow.

*Applicant’s name* received their *degree type* from *University* in *year*. *Applicant’s name* will receive an annual salary of $amount. This appointment request is for the period of *date* until *date*, contingent on satisfactory job performance and the availability of funds. *Applicant’s name* holds a *visa type or work authorization* valid until *Date*.

*Applicant’s name*’s activities at UTHealth (UTHSCH) will be *describe research activities*.

*Applicant’s name* will be supported by *salary source*.

Thank you for your consideration of my request.

Sincerely,

*Name of PI/Mentor/Supervisor*

*Title*

|  |  |
| --- | --- |
|  | |
| *Chairman’s name*  Chair, Department of *Department* | Date |
|  | |
| Leslie Beckman  Director, Office of Postdoctoral Affairs | Date |