**Appendix 1.0 – House Officer – Offer Letter**

(Name)  
(Address)  
(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and [name of  Department / Center / Institute] I am pleased to offer you an appointment as a/an Intern/Resident –specific program effective on (Date).  Your postdoctoral experience will be mentored by Dr. XXX, [title].  The appointment carries funding at an annualized rate of $XX,XXX for a \_\_\_ % FTE (fulltime equivalent) effort obligation on an academic-year basis.

The funding for this position is provided by [Dr. XXX’s ZZ Grant -- or other source], and the appointment is contingent upon, among other things, the continued availability of this funding.  At present, this funding is expected to be available for a period not to exceed [1-60] \_\_\_\_ months.  Postdoctoral appointments are considered “at-will” appointments, with continuation or discontinuation at the discretion of the Dean/Vice Chancellor, and are limited to a cumulative maximum of five (5) years.

General expectations of postdoctoral scholars are outlined in section 6 of the university’s regulation on Postdoctoral Scholars ([**NCSU REG10.10.08 - Postdoctoral Scholars**](http://policies.ncsu.edu/regulation/reg-10-10-08)).  (Insert any specific departmental / college responsibilities here.).  NC State’s Office of Postdoctoral Affairs (OPA) offers professional development opportunities to enhance, support, and promote the postdoctoral experience at NC State University.  Please take advantage of these and other resources offered through OPA, ([**Office of Postdoctoral Affairs (OPA)**](http://www.ncsu.edu/grad/postdoctoral-affairs/index.php)).

Your appointment is contingent upon the completion of satisfactory background checks, upon verification of your academic and professional credentials, and upon your agreement to abide by the policies and regulations of the University.  The information on the attached addendum is incorporated as part of this appointment.

Please acknowledge your agreement and acceptance of this opportunity by signing this letter, and its incorporated addendum, and returning it to me by (Insert Date).

We look forward to your joining NC State University.  Should you have questions, do not hesitate to contact the unit’s Personnel Representative, (Insert Personnel Rep's Name), or myself.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name   
Associate Dean and Director of Veterinary Medical Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name   
Dean

cc:  Department Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature / Date

Enclosure:  Appointment Addendum – House Officer