# Invitation Letter

# [Date]

**[Scholar Name]**

**[Scholar Address]**

Dear **[Scholar Name],**

We are pleased to offer you a position as a **[postdoctoral/postgraduate]** appointee, with an anticipated start date of **[date]** and end date of **[date]**. Your total support for the initial period of training is expected to be **[$$]** from **[source of funding]**.

At this time it is too early for us to initiate the formal online hiring process, but we will contact you within 3 months of your anticipated start date to begin this process. At that time we will direct you to our online hiring system and will ask you to upload biographical information along with several documents (such as evidence of degree completion). We will also assist you with applying for a visa if you require one to enter the United States. Finally, please note that your position at Yale may be contingent upon a background check and the receipt of a visa to enter the U.S.

FURTHER INFORMATION

For questions about our department, please contact **[admin name ]** at **[203- ]** or **[e-mail]**; you may send faxes to **[ 203- ].** Also, visit **[departmental website ]** and http://www.yale.edu/postdocs for additional information about our department, Yale, and New Haven.

Sincerely,

**[Sponsoring faculty name and signature ]**