***Unit Letterhead***

December 13, 2024

Name

Address

City, State Zip

Dear Dr. [Name]:

This letter, supplementary to your letter offering you the position of [Name of position being offered], details your start-up package. Please note that start-up equipment, supplies, and computing funds must be spent within two years after the start date. Your start-up funds will expire on [date start-up is scheduled to expire]. If additional time is needed, a one-year time extension may be requested. Second requests for a time extension will only be approved under very specific circumstances.

Your start-up package includes:

**Funding** [indicate as applicable]**:**

1. Summer faculty salary estimated at [$amt]
	1. This includes [#] weeks of salary and fringe benefits each summer for [#] years.
2. Equipment/lab equipment: [$amt]
3. Computing and supplies: [$amt]
4. Travel: [$amt]
5. Undergraduate support: [$amt]
6. Graduate student support estimated at [$amt]
	1. This includes salary, fringe benefits, and tuition each academic year (including summer semester) for [#] PhD [GA or GTA] student(s) for [#] years
		1. Year 1 [AY 20XX-XX] estimated at: [$amt]
		2. Year 2 [AY 20XX-XX] estimated at: [$amt]
7. Postdoc support estimated at [$amt]
	1. This includes salary and fringe benefits for [#] years.
8. Shared facility (use fees): [$amt]
9. Additional [list]:

**Other** [indicate as applicable]**:**

* Teaching:
	+ First year: [indicate expectations, e.g., teaching one semester with the expectation of one or two proposals submitted and journal publications submitted/prepared].
	+ Second year: [indicate expectations, e.g., teaching two courses].
	+ Third year and beyond: [indicate expectations, e.g., open but no more than three sections per year if research active].
* A faculty mentor will be appointed.
* Office space for your supported [graduate students and/or Postdoc] will be provided.
* Lab space

Sincerely,

Name of Chair or Dean (colleges without departments), PhD

Chair, Department of [Name of department]