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# Research Foundation Employee Offer Letter

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Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

We are pleased to offer you the position of \_\_\_\_\_ on the payroll of The Research Foundation for SUNY in the office of \_\_\_\_\_ effective \_\_\_\_\_. Your starting salary will be \$ \_\_\_\_\_ annually.

If you accept this position, please sign and return one copy of this letter to:

\_\_\_\_\_ .

You will receive additional information on the terms and conditions of employment as well as your leave benefits in a separate letter. Information on our benefit programs may be viewed by visiting our web site at <http://research.binghamton.edu/PersonnelAndPayroll/Benefits.php>. Employees eligible for benefits will receive an orientation after employment begins. Please note that prior to the start date documentation that you are eligible to work in the United States will be required.

We look forward to your joining The Research Foundation here at Binghamton University.

Sincerely,

\_\_\_\_\_

I accept the appointment:

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

cc: Research Foundation Human Resources & Payroll