

Dear _____,

It is a pleasure to offer you a position as a post-doctoral fellow in my laboratory. Funding for this position is provided by _____. (_____ is the principal investigator for this grant and has read and concurs with this letter.)

The salary for this position will be _____. Yearly recommended raises will be according to the current NIH post-doctoral pay scale. Benefits at Fred Hutchinson Cancer Research Center include medical and dental coverage for you and, at additional cost to you, for your family. We are sending you a benefits packet separately.

Your appointment to this position will be for one year, with the possibility of extension for an additional ____ year(s), pending satisfactory progress as determined through mutually agreed upon, ongoing evaluations. Our current grants provide funding until ____; your efforts are expected to help us obtain continued funding for your project. You will be (encouraged/expected) to obtain independent funding within _____ months/years. Early demonstration of your ability to obtain independent funding will greatly improve your chances of obtaining a high-quality position after you leave my laboratory. Post-doctoral fellows in my laboratory are required to present research-in-progress seminars at (laboratory/program/divisional) meetings (and Center-wide post-doctoral presentations) and fellows are expected to attend (journal club/seminar series/etc). You will also have the opportunity to attend and present your research at scientific meetings.

I want to welcome you to my laboratory and to Seattle. The quality of the training and career development afforded by the Center is due in large part to the wide opportunities available for scientific and intellectual interactions with investigators and colleagues. I encourage you to take advantage of this resource during your time here. I look forward to you joining us.