Dear ------

I have enjoyed speaking with you about your research interests and accomplishments, and I am pleased to offer you a position as a Post-Doctoral Fellow in my laboratory in the Stem Cell Program at Boston Children’s Hospital, with a projected start date of ________, subject to satisfactory completion of required credentialing processes and any visa requirements that may pertain to your individual situation. This letter is intended to formalize many of the details we have discussed regarding the position.

In the very near future, (NAME) from my lab will forward a packet of credentialing and appointment materials for your review and early completion. If you have questions about the materials, please contact (him/her) directly at _______ NOTE: If you will require a visa to be employed as a postdoctoral fellow at BCH, please advise (him/her) immediately by e-mail at ______________.

(INCLUDE THIS PARAGRAPH ONLY FOR INTERNATIONAL FELLOWS) The Immigration Reform and Control Act of 1986 requires employers to verify that all employees are authorized to work in the United States. Your appointment at Boston Children’s Hospital will be subject to your securing an appropriate visa authorizing your employment in the United States. Boston Children’s Hospital will provide appropriate assistance to you in this area. Please be aware that securing a visa can be a lengthy process and may affect the date on which you can actually begin employment.

Your official BCH appointment, once confirmed, will be as “Research Fellow” in the _____ Lab, Stem Cell Program, Hematology/Oncology Division, in the Department of Medicine. Research Fellow appointments are made on a yearly basis and are normally renewed by the Department on July 1 of each year throughout your postdoctoral training. Please be aware that the yearly renewal is contingent upon satisfactory progress and standing and the availability of funds. As a Research Fellow at Boston Children’s Hospital, you will be responsible for compliance with all applicable institutional policies as well as the polices promulgated by the Federal Government in the areas of Research Integrity/Scientific Misconduct and Conflict of Interest.

As a postdoctoral trainee in my laboratory, you will be involved in [BRIEF DESCRIPTION OF RESEARCH PROJECT /STUDIES AND EXPECTATIONS].

(THE FUNDING INFORMATION FOLLOWING SHOULD BE CUSTOMIZED based on the LAB/post-doc's individual circumstances, whether they are bringing funding, etc)

Your annual salary for your first year at BCH will be in the amount of $_______ and will come from one of my research grants and/or other sources. In subsequent years, you are both encouraged and expected to apply for your own full or partial fellowship support as a necessary component of your postdoctoral training experience. I will work with you to try and identify potential funding opportunities, and our grants personnel in the Stem Cell Program can advise and assist you on proposal preparation. Should you be unsuccessful in obtaining independent funding, I will make every effort to support your continued training, contingent on the availability of appropriate resources.

Prior to or on your first day of work, you will be scheduled for an appointment with BCH Human Resources to review your benefits and complete HR processing. Please bring to that
appointment your passport and/or US driver’s license, social security card or birth certificate
Foreign Nationals will need to bring their passport, visa paperwork, visa stamp, and I-94), a
copy of this letter, and a copy of your CV.

I hope that this information is helpful, and I look forward to your joining the _______ Lab.

Best Regards,