

Sample Employer Letter of Offer

August 25, 2009

Dr. Hailong-Wei
The State Key Lab of Polymer Materials Engineering
Polymer Research Institute
Sichuan University, Chengdu, P.R. CHINA 610065

Dr. Wei,

I am pleased to offer you the position of postdoctoral research associate in my research group at The University of Southern Mississippi (USM) from October 1, 2009 to June 30, 2011. Your annual salary is \$32,000.00 per year plus normal USM fringe benefits. The offer is for one year only and may be renewed for another one year subject to satisfactory performance and availability of funds. If you accept these conditions, please let me know immediately via email indicating the earliest date you can start work here.

You will work on a research project in the general area of polymer science engineering. The research will be of fundamental nature and related to rheology of response-driven polymeric films, nanostructured organic/inorganic polymer hybrids, and of the development of adequate characterization strategies of same. Critical issues of connection polymer film rheology and morphology, molecular and interfacial interactions, will be investigated. Strong mathematical and experimental and experimental skills, and the interest to learn new skills will be helpful to the project.

Professor Smith's research group activities are in the areas of polymer engineering and materials science. The group's research blends chemical engineering sciences with materials structure and property principles to understand and improve processes for advanced materials. The group is also actively involved in university-industry partnerships to solve industrially relevant problems. These problems are often at the boundaries between established disciplines or in areas combining many disciplines that may ultimately lead to discovery. Additional information of the group's research is available at http://www._____.

{Include when applicable} All contracts of employment at The University of Southern Mississippi are subject to final approval by the approval by the Board of Trustees of the Institutions of Higher Learning for the state of Mississippi. All foreign nationals are subject to approval by the Department of Homeland Security. Additionally, all employees at the university must possess a United States social security number.

By this email, I am authoring Ms. Barbara Jackson, USM Administrator of International Student and Scholar Services to contact you directly on the administrative procedure and visa requirements for employment at USM.

I am looking forward to a very productive working relationship with you.

Sincerely,

**Dr. Harry Smith,
Professor & Group Leader**