**Instructions for LETTER OF OFFER FOR TERM FACULTY APPOINTMENTS**

On the Faculty Relations website you will find offer letter templates for all ongoing and term Faculty Appointments. Please use the templates found on the website: ([hr.ubc.ca/faculty-relations/recruitment/faculty-offer-letters](http://www.hr.ubc.ca/faculty-relations/recruitment/faculty-offer-letters/)).

1. Please maintain the template letter’s structure.
2. Omit any clauses which do not apply to the particular position; for example, work permit requirements. These clauses are highlighted in yellow. Please feel free to modify the wording to make the letter more personal and less formulaic, taking care not to make substantive changes to the language.
3. Considerations:

* Ensure that formatting (headings, font usage) and abbreviations usage are consistent throughout.
* Include appropriate, full titles and credentials for those listed as signatories.
* Print on Unit or Faculty Letterhead.
* Ensure that the signature lines are included with the body of the letter, and not by themselves on the last page. If necessary, add some spaces to ensure that the final paragraph of the letter and the signature lines are on the same page.