Harvard College Observatory 60 Garden Street



Cambridge, MA 02138-1516

<<Date>>

Dr. <FirstName><LastName>

<<Address>>

<City>, <State>

<Postal Code>

<Country>

Dear Dr. [NAME],

I am writing to confirm the renewal of your Associate appointment at Harvard College Observatory - Harvard University, from July 1, 2023, through June 30, 2024. This is the [2nd/3rd/4th/5th term/year] of your appointment, as an Associate. You will continue to work under my direct supervision, while you continue to hold paid outside employment as [JOB TITLE] at [INSTITUTION/COMPANY]. This appointment is unpaid and does not qualify for visa sponsorship or benefits.

I look forward to continuing to work with you on [TOPIC(S) OF RESEARCH. ADDITIONAL DUTIES/RESPONSIBILITIES *must be specific institutional objective(s)*. During your appointment, you are expected to adhere to all Harvard University rules and requirements.

The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up to date on CDC-recommended vaccines.

Formalities aside, I am delighted to continue working with you. Please let me know if you have any questions regarding the terms of your reappointment.

Sincerely,

[FACULTY MENTOR NAME] [TITLE]

Department of [DEPARTMENT NAME]