

Contractual Faculty Appointment Letter

Subject: Appointment as Temporary Faculty

Dear [Candidate Name],

We are pleased to appoint you as a temporary faculty member in the [Department Name] at [Institution Name], effective from [Start Date] to [End Date]. Your responsibilities include teaching assigned courses and assisting in departmental activities.

Please ensure submission of all necessary documents and comply with institutional policies during your tenure.

Regards,

[Head of Department Name]

[Institution Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/faculty-appointment-letter>