**Sample Offer Letter: Reappointment of Retirees**

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a non-tenure-track, post-retirement appointment as **[rank/ title]** in the **[academic unit]** at a **[monthly/hourly]** rate of **[monthly/hourly salary]**, effective **[begin date]** through **[end date]**. You will report to **[supervisor’s name]** and will be paid on the last business day of each month**.**

Your assignment, as we discussed, will be **[expected job duties].**

If teaching, please list courses, including course, course title, number of credit hours, and semester.

Based on the rules of post-retirement appointments, your employment cannot exceed forty-nine % of the full-time status of the position. In addition, you will be required to sign a Part-Time Faculty Teaching Agreement (if being hired to teach) or track your time (if being hired for any other reason) to ensure compliance with the 49% rule.

By accepting this offer, you agree to comply with any applicable statutes and regulations, the Bylaws and Policies of the Board of Regents of the University System of Georgia (“BOR”), and all Georgia Tech policies. BOR and Georgia Tech policies are available at [www.usg.edu](http://www.usg.edu) and [www.gatech.edu](http://www.gatech.edu). General descriptions of Georgia Tech’s fringe benefits, consulting policy, employment policies, and guidelines are available online at <http://www.ohr.gatech.edu/>. Further details can be obtained by viewing the Faculty Handbook online at <http://www.policylibrary.gatech.edu/faculty_handbook>. This offer and its commitments supersede all other offers and commitments, oral or written, explicit or implied, made by any person at Georgia Tech.

Your current appointment may be terminated prior to **[end date from first paragraph**] if you fail to teach effectively, successfully perform the duties assigned to you, and fulfill all teaching responsibilities, or if you violate any Georgia Tech or BOR policy.

Notwithstanding any other provision of this appointment, for Fiscal Year [applicable fiscal year], BOR has authorized the President to implement a mandatory furlough program. In the event it becomes necessary for the President to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

Please notify us of your decision to accept this appointment by signing the acceptance statement below. If you have any additional questions, feel free to contact me.

Sincerely,

**[Supervisor’s Name and Title]**

I accept this offer with an effective date of [start date]

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Signature Date