DATE

RE: Offer Addendum

Dear Dr.,

This letter will serve as an addendum to your offer letter dated OFFER DATE.

DETAILS OF CHANGE

Please note that all other aspects and conditions outlined in the OFFER DATE offer letter apply.

Please indicate your acceptance of this arrangement by signing where indicated below.

Sincerely,

CHAIR

cc: Senior Administrator

Dean

By my signature below, I accept your offer and aforementioned conditions of employment.

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CANDIDATE NAME Date