July 29, 2021

Click or tap here to enter text. Click or tap here to enter text.Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text., Click or tap here to enter text. Click or tap here to enter text.

Dear Click or tap here to enter text. Click or tap here to enter text.:

Welcome to The Research Foundation of the University at Buffalo! We are pleased to confirm your appointment to the following position with The Research Foundation of the State University of New York, a private, non-profit corporation, and in accordance with established Foundation policies.

You may receive additional materials concerning fringe benefits and leave credits for which you may be eligible dependent upon your employment status. Fringe benefits are provided by the Research Foundation under rules in effect on the date of appointment and are subject to change as approved by the Research Foundation Board of Directors.

Your employment is subject to Research Foundation and University at Buffalo policies and is governed by New York State’s employment at will doctrine which allows both the employee and employer the option to terminate employment at any time without cause or notice. The appointment is also contingent on proof of identity and employment eligibility.

You will be paid on a biweekly basis (every other Friday) after your first paycheck. The salary amount indicated is for salary calculation only and does not denote an employment commitment by The Research Foundation.

**To accept this position, please sign this letter where indicated below and return to RF Human Resources, Townsend Hall, 205 Hayes Road, Buffalo, NY 14214 within 10 days of receipt:**

| Title | Click or tap here to enter text. |
| --- | --- |
| Effective Date | Click or tap to enter a date. |
| Salary Rate | Click or tap here to enter text. |
| Percent of Time | Click or tap here to enter text. |

This position is considered exempt for purposes of federal wage and hour law.

Questions concerning your appointment should be directed to Research Foundation Human Resources at 645-7777.

Sincerely,

Click or tap here to enter text.

Click or tap here to enter text.

***I hereby acknowledge that I have read and received the information contained in this letter and accept this position according to the terms stated:***

**(Signature*)*  (Date)**