

***Addendum to letter of offer for new appointments & transfers, and for annual adjustments for Postdoctoral Fellows/Trainees (Template)***

***Last Revised 10-2025***

Date

Postdoc Name

Address

City, State, Country

Dear Dr. *Name*:

I am pleased to continue your appointment as a Postdoctoral Fellow/Trainee in the School of \_\_\_\_, Department of \_\_\_\_, (*or Division of \_\_\_\_, name of program, institute, center*), at the University of Colorado Anschutz Medical Campus. This is an addendum to your original offer letter issued on *date, year*.

*[Insert a description that has led to the change – some examples are provided below, but edit as appropriate:]*

Having completed *one/two/three/four/five* year(s) in postdoctoral research training, and having received at least a satisfactory performance evaluation, you are eligible for an anniversary merit salary increase.

*OR* The delay in receipt of your completed background check/proof of degree/visa documents/etc. requires a change of start date.

*OR*Due to increased responsibilities in your position as outlined in the attached revised job description, your salary support is being increased accordingly.

*OR* Because there has been a decrease in the available funding support for your appointment, it is necessary to adjust the percent time of your appointment.

Therefore, the following change(s) is/are being made to your appointment (*include as appropriate)*:

Change of Start Date from \_\_\_\_ to \_\_\_\_.

Salary Increase/Adjustment from $*xx, xxx* to $*xx, xxx*.

Change in Percentage of Time from \_\_\_\_% to \_\_\_\_%.

Other: \_\_\_\_.

This/these change(s) is/are effective as of *date, year*.

The University of Colorado Anschutz Medical Campus uses job code 1438 for all postdoctoral fellows. Research postdoctoral fellows/trainees, who are paid through the university regardless of the source of the funds that support their salary, are considered to be employees of the university.  As such, all research Postdoctoral Fellows/Trainees employed 50% or more, will receive benefits as detailed in the *Benefits Eligibility Matrix* on the Employee Services website. All are subject to standard employee withholdings, including FICA (in accordance with their citizenship, residency or visa status).

All other terms and conditions of your original letter of offer remain unchanged.

Please indicate your willingness to accept this/these change(s) by signing below and returning this addendum to *administrator name, location*, by *date, year*.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE supervising faculty mentor’s name* Date

*& title*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE name & title* Date

[Division Head, Dept Chair, Director, if required]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE name & title* Date

[Hiring Signature Authority: Dean, or their designee, as appropriate for the School/College]

I accept this change/these changes to my letter of offer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TYPE postdoc name* Signature Date