Sample Addendum: Changes to appointment terms for all ranks and lines

Revised August 2016

To be sent on School of Medicine department letterhead stationary

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

[I am/We are] confirming a change to your position as [rank] in the Department of [name] and Division of [name] at the Stanford University School of Medicine. The changes outlined below take effect on [month day, year,] and continue through the end of your fixed-term appointment on [month day, year].

* Describe the changes here related to responsibilities, salary and administrative supplements if no FTE change. If FTE change, use the Addendum for FTE changes.
* Use language in offer letter templates to guide you in describing the changes.
* When appropriate, confirm that prior item is no longer applicable, for example, *Based on this change, you are no longer eligible for . . . .*

In summary, this Addendum, together with your original Offer letter and Appendix dated [offer letter date], which are incorporated by reference, represent the entire agreement between us regarding your relationship to the University, and supersedes and replaces any other negotiations, agreements or understandings, whether written or oral.

If you have any questions regarding the changes outlined in this Addendum, your contact person is [name of departmental contact], who can be reached at [phone].

To indicate your acceptance of our offer, please sign this letter and return it to us at [address] by [insert date one week hence].

Sincerely,

[Name], Department Chair [Name], Division Chief

I have read, understand and accept this Offer Addendum:

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Signature of [Name] Date