Visiting Professor Appointment Letter Template

[University Letterhead]

[Date]

[Professor's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Professor's Name],

We are delighted to extend an appointment as a Visiting Professor at [University Name] for the [Academic Year]. Your expertise and contribution to our academic community are highly regarded, and we look forward to your involvement.

Visiting Professorship: [Academic Year]

Start Date: [Start Date]

End Date: [End Date]

Department: [Department]

Enclosed are the details of your appointment, including your responsibilities, teaching assignments, and any relevant stipends or benefits. Should you have any questions or need additional information, please do not hesitate to contact us.

To accept this appointment, please sign and return this letter by [Acceptance Deadline]. We anticipate a fruitful collaboration.

Warm regards,

[Your Name]

[Your Title]

[University Name]