



February 15, 2018

Name  
Address  
Address

Dear:

It is with pleasure that I welcome you to Montgomery College as a member of the full-time faculty.

Your appointment to the faculty of Montgomery College will be at a salary of **\$Salary for the academic year (enter academic year), pro-rated for the (enter Fall/Spring Year), and (enter next academic year) academic year**. The enclosed documents - "Initial Faculty Rank Recommendation Form" and "Faculty Credential Summary for Initial Salary Placement" – provide the specifics of your assignment. In addition, you will be receiving the "Acknowledgement of Initial Salary Placement Form" (to be signed and returned to Human Resources) and the "Notice of Initial Faculty Appointment".

As set forth in the College Policies and Procedures, your employment is contingent upon the following:

- Successful completion of criminal background check;
- Verification of degree/education;
- Completion of reference checks or receipt of letters of professional recommendation

All documents should be forwarded to Human Resources:

Montgomery College  
Human Resources and Strategic Talent Management  
Attn: **Recruiter Name**  
9221 Corporate Blvd  
Rockville, MD 20850

If you have questions relating to your appointment, please contact me at **phone number**. I look forward to working with you and extend to you my best wishes for success at Montgomery College.

Sincerely,

Name  
Title  
Department

Enclosures