Sample Reappointment Letter Initial H-1B Visa Application

[University/Company Letterhead]

[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am pleased to confirm your reappointment as [Job Title] in the [Department/School/College] at [University/Company Name]. This letter outlines the terms of your reappointment for the [Specify Term, e.g., academic year, fiscal year] starting [Start Date] and ending [End Date].

Position and Responsibilities:
As [Job Title], you will continue to [brief description of responsibilities]. You are expected to adhere to the policies, standards, and procedures of our [University/Company].

Compensation:
For the duration of this term, your salary will be [Salary Amount] per [year/month/week]. This compensation is subject to [any conditions or changes, if applicable].

Benefits:
You will remain eligible for [mention any benefits that are applicable, e.g., health insurance, retirement benefits], in accordance with [University/Company] policies.

Performance Review:
Your performance will be reviewed regularly in accordance with our [specify review process or policy]. Continuation beyond this term will be contingent upon

satisfactory performance evaluations, departmental needs, and funding availability.

Conditions:
This reappointment is subject to [mention any conditions, if applicable, such as funding availability, regulations, etc.].

Please sign and return this letter by [Response Due Date] as your acceptance of the reappointment terms. If you have any questions or need further clarification, do not hesitate to contact [Contact Person's Name, Title, and Contact Information].

We are delighted to have you continue as a valuable member of our team and look forward to your continued contributions to [University/Company Name].

Sincerely,

[Your Name]
[Your Title]
[Department/School/College]
[University/Company Name]
[Phone Number]
[Email Address]

I accept the terms of reappointment as described above:

_____ _____

[Employee's Name]   [Date]