**Adjunct Appointment Addendum**

Date: Date

From: Chair

 Department

To: Adjunct Name

 Department

Subject: Adjunct Appointment Addendum

Your adjunct offer letter dated XX/XX/XXXX has been changed to reflect the following appointment:

* Course Title (FTE)
* Course Title (FTE)

At a salary of $amount

If you have any questions, please contact your chair, Dr. name of department chair at area code and phone number, or the departmental administrative assistant, Ms./Mr. name of AA, at area code and phone number, or anyone in the dean’s office, at area code and phone number.

Please sign and return this document to your departmental administrative assistant.

I accept the appointment as changed in this addendum and as governed by the appropriate provisions of the Adjunct Offer Letter Addendum.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_