**Fresh Joining Report Samples**

<Date>

<Name>

<Address>

Dear <Name>:

It is my pleasure to offer you an employee-in-training appointment as a research intern in the Department of <Department Name> at the University of Wisconsin-Madison. This appointment will begin on <date> at <appointment percent> percent time with a salary of <dollar amount>. I anticipate that the appointment will continue at least through <date>, contingent upon your training progress, funding availability, program needs and satisfactory performance.

You will be collaborating with <Name of supervisor> working on <project description>.

I look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment. If you are unable to access the websites indicated in this letter please contact <department administrator> for a hard copy of these materials.

**Sincerely,**

Professor <Name>