DATE

FULL NAME, DEGREE

DEPARTMENT (IF APPLICABLE, LIST DEPT AND DIVISION)

Dear Dr. (SURNAME):

Congratulations on your recent offer to join the faculty at (INSTITUTION). We are proud that your work at UVA is recognized nationally and internationally. We are not surprised that other institutions such as (INSTITUTION) would like to recruit you. That said, you are part of the UVA fabric and are indispensable in our growing efforts in (DEPARTMENT)

Recognizing your importance to UVA and our commitment to you, we are pleased to offer you, pending approval by the Office of the Provost, the following retention offer:

* (CONDITION FOR RETENTION -1)
* (CONDITION FOR RETENTION -2)
* (CONDITION FOR RETENTION -3)

Dr. (SURNAME), you have the fullest support of our department, center and SOM colleagues and Health System senior leadership. We are pleased to offer you a retention package that we believe allows you to achieve your professional goals, [SOM 1.600 Policy on Offering Sign-On and Retention Bonus Payments to Faculty](https://med.virginia.edu/policies/policy-on-offering-sign-on-and-retention-bonus-payments-to-faculty). We look forward to many more years of successful collaborations. We would appreciate a response no later than (DATE).

Sincerely,

Chair

Co-Chair

FULL NAME, DEGREE  Date

cc: DEPARTMENT ADMINISTRATOR

 UVA HR