McGill
School of Computer Science

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Date

Dr.

**Sample Postdoc invitation including TEACHING and TRAVELLING.**

Dear Dr. :

It is with great pleasure that I am inviting you to spend the period of (***start date and end date***) at McGill University's School of Computer Science as a Postdoctoral Fellow working under my immediate supervision.

As such, your duty will be to perform collaborative research with me and other members of (***name of lab and project title***), as well as assist in organizing research seminars, and the possibility of teaching one course per year which will be paid at $..... Canadian per course. In addition, you will receive $2,000 Canadian per year to travel to conferences. You will also be provided with a desk and computer in a shared office. However, I must inform you that you will have to register with our Graduate and Postdoctoral Studies Office and that you should look up their website (http://www.mcgill.ca/gps/postdoc) where you will find the procedure and regulations on how to apply for a postdoctoral position at McGill, and be able to download and complete the necessary forms. You should then bring all your documents to the School of Computer Science for coordination and processing.

I look forward to a very fruitful collaboration and trust that your visit will be most pleasant and rewarding.

Sincerely,

Professor