**Template 6.a: Change in Start Date to Previously Issued Appointment** (updated November 2019)

OPTION 1: via an addendum on bottom on current letter

Add to the bottom of the original signed appointment letter*:*  
Date insert the additional language was added  
  
The effective date of your employment has changed to DATE. The above stated salary previously established for your position will be pro-rated to the new hire date. All remaining terms and conditions of your appointment will remain in place and in full effect.  
  
Approved as modified:  
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean Patricia A. Prelock, PhD, CCC-SLP, BCS-CL

Dept. of \_\_\_\_\_\_\_\_\_\_\_ College of \_\_\_\_\_\_\_\_\_\_\_\_\_ Provost and Senior Vice President

Acceptance:

I accept the offer as outlined above.

Date Signature

*To help us process your timely payment, please return your signed appointment letter promptly.*

OPTION 2: via an attached memo

Add to the bottom of the original signed appointment letter*:*

"Letter modified by attached memo dated DATE"  
  
Include this language on the attached memo:  
  
Date insert the additional language was added  
  
The effective date of your employment has changed to DATE. The salary previously established for your position will be pro-rated to the new hire date. All remaining terms and conditions of your appointment will remain in place and in full effect.  
  
Approved as modified:  
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean Patricia A. Prelock, PhD, CCC-SLP, BCS-CL

Dept. of \_\_\_\_\_\_\_\_\_\_\_ College of \_\_\_\_\_\_\_\_\_\_\_\_\_ Provost and Senior Vice President

Acceptance:

I accept the offer as outlined above.

Date Signature

*To help us process your timely payment, please return your signed appointment letter promptly.*