<DATE>

<CANDIDATE NAME>

<Candidate Mailing Address>

Dear <Candidate Name>,

Welcome to the University of Oregon!

We are thrilled that you are considering our institution for the next chapter of your career.

We appreciate your remarkable accomplishments and potential to generate new possibilities at the University of Oregon—in a location where snow-capped mountains, forests, rivers, and scenic coastlines are fundamental to many of our daily learning experiences.

Over the next couple of days, we hope to show you why so many of our faculty feel happy, energized, and inspired after making the University of Oregon their academic home.

Best regards,

<Signature>