

**Template re-appointment – Conjoint**

Dear <Title> <Surname>,

**Re: Conjoint Reappointment with the University of Newcastle**

Thank you for your continued participation as an Honorary Conjoint appointment holder with <School> over the last <number> years. Your contribution to the academic efforts and broader culture of our University is highly valued. This is an exciting time to be collaborating with the University of Newcastle. We are building on strong foundations to realise our 2025 Vision to be a world-leading University for our regions.

As part of the stipulated procedures for Honorary appointments, the University has undertaken a three-year review of categories and contributions. We are delighted to advise of your reappointment as Conjoint <Title> from 1 January <enter year> through to 31 December <enter year>. Please note Honorary appointees cannot supervise University of Newcastle staff.

If you would like to discuss your Conjoint reappointment in greater detail, please contact me on <insert School phone number> or email <insert School email> to arrange a suitable time to meet. Otherwise, your acceptance of this appointment is automatic, unless return communication is received from you by <enter date> notifying otherwise.

Again, thank you for your continuing support of the University and contributions to the <School>. I wish you a rewarding association with the University.

Yours sincerely,

<HoS Title and Name>

<HoS Position Title>