

SAMPLE

Letter of Appointment

18 June, 2025

Attn: Sali Augustine, S.J. Chancellor of Sophia School Corporation
7-1, Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan

Dear Prof. Sali Augustine,

We would like to appoint a faculty member from your university as **examiner for a doctoral thesis for Hudson University** as detailed below.

We kindly request your acceptance of this appointment.

Sincerely yours,

Elizabeth A. Carter

Dean, Faculty of Foreign Languages

Hudson University

【Appointee's Details】

-Appointee's Name: **Hanako Yamada**

-Affiliation: **Faculty of Liberal Arts**

-Title: **Professor**

【Title and Duties of the Appointed Position】

-Title: **Examiner for a doctoral thesis**

-Duties: **The thesis, titled "Japanese culture", has been supervised by Professor Michael T. Anderson at Hudson University. Professor Yamada will be provided with sufficient time to review and assess the thesis. In addition, she will be asked to participate in three online meetings."**

-Work Location: **at own office and online meeting**

-Term of Appointment: **From August 1, 2025 to March 31, 2026**

-Work Schedule: **review and assess the thesis, three online meeting**

-Remuneration: **US\$ 350**

-Response Requirement: **Not required**

【Contact Information】

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