**Letter of Appointment**

[Date]

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 [Title/Position] for [Project/Committee/Organization Name] as detailed below.

We kindly request your acceptance of this appointment.

Sincerely yours,

[Full Name]

[Your Title]

[Organization Name]

【Appointee’s Details】

-Appointee’s Name: [Full Name]

-Affiliation: [Faculty of XXXXXX]

-Title: [Professor]

【Title and Duties of the Appointed Position】

-Title: [XXXXX]

-Duties: [XXXXXXXXX]

-Work Location: [XXX University]

-Term of Appointment: From [Month Day, Year] to [Month Day, Year]

-Work Schedule: [XXXXX]

-Remuneration: [None/XXX dollors]

-Response Requirement: [Required/Not required]

【Contact Information】

[Name of person in charge]

[Organization Name]

[Address]

[City, ZIP Code]

[Email Address]