**Nomination letter to be uploading with Workday Position**

## ON DEPARTMENT/UNIVERSITY LETTERHEAD

<Date>

Nomination Letter for **<<visitor>>**

To Whom It May Concern:

I am writing to confirm that, in my role as **<<professional title>>** at the Jackson School of Geosciences at The University of Texas at Austin, I have invited **<<name of visitor>>** to visit our department as a University Affiliate Visiting Researcher/Scholar.

**<<visitor>>** is an exceptional candidate for this professional position. **<<He/she>>** obtained a <<**Ph.D., Master’s, etc.>>’s** degree in **<<discipline, field of study>>** with an emphasis on **<<area of study>>** from **<<institution>>** in **<<country, state where institution located>>. <<Elaborate further regarding current placement.>>**

As a University Affiliate Visiting Research/Scholar, the beneficiary will be involved in **<<description of teaching and/or research to be performed.>>** at The University of Texas at Austin. **<<Elaborate further regarding benefit to the university.>>**

For the period of **<<BegApptDate>>** through **<<EndApptDate>>**, we welcome **<<his/her>>** participation in our scholarly community.

Sincerely,

**<<Name>>**

Nominator