Dear \_\_\_\_\_\_\_\_\_\_\_\_,

You have been tentatively assigned to teach the following courses in the Department (or School) of \_\_\_\_\_\_\_\_\_\_\_\_ for the Fall 2017 semester:

<...List course assignments, days/times, here...>

This assignment is contingent upon several factors, including but not limited to enrollment, course and personnel reassignments within the department, the approval of the college Dean, and of course, your official acknowledgement of the assignment if and when it is finalized.

You will be notified of the final assignment, along with instructions to acknowledge the assignment, once the course schedule and offerings have been locked for the semester.

This notification does not constitute a formal offer of employment or of your teaching assignment; this communication is intended only to provide you with information regarding the tentative teaching assignments listed above for Fall 2017.

Sincerely,

DH/SD, etc.

Department/School of \_\_\_\_\_\_\_\_\_\_\_\_\_

CC: Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_