Dear <Scholar Name>: 

The <Department Name> at Missouri University of Science and Technology is pleased to invite you as a Visiting Scholar. You will be collaborating with <Hosting Faculty Member Name> on <name of project>. 

**Project:**
A brief description of the project is as follows: 
<Synopsis of the project> 

**Job Description:**
Your particular tasks in contributing research to the project will consist primarily of the following: 
<Task 1> 
<Task 2> 
<Task 3> 
<Task 4> 

Further duties may be assigned to you as appropriate. 

**Supervision and Facilities:**
You will be working under my supervision in the <Department name>. We will arrange desk space, computer and laboratory access for you while you are at Missouri S&T. 

**Length of Employment:**
The proposed begin date of your participation in our project is <Month, day, year>. We estimate that your project involvement will conclude on <Month, day, year>. 

**Funding:**
We understand that you will be funded by <name of third party sponsor>. Please provide documentation from your sponsor with funding details. 

OR 
We are offering you funding for the duration of your stay. Your monthly salary will be <monthly salary>. <Include standard Human resources hire letter for a temporary employee.> 

**Immigration:**
Your offer is contingent upon your obtaining the proper immigration documents for entry into the United States and participation as a J-1 visiting scholar.

We look forward to a positive collaboration with you. Please let us know at your earliest convenience if you will be joining us. 

Sincerely, 

<Faculty or Department Chair name> 
>Title