[date]

Dear [X],

Please find enclosed an Honorary Research Agreement in connection with your planned participation in [project / grant].

I am grateful for the valuable contribution you have made to the [Department/Faculty] and in particular for [note contribution eg teaching, a particular project, etc here]. I am pleased that our association will be maintained after your retirement from the University’s employment through your participation as an Honorary Researcher.

The enclosed sets out the basis on which you will continue to undertake research at the University. It is a formal University document intended to provide clarity and security for both parties. I would be happy to meet with you to discuss the agreement or to clarify any sections if this would be useful to you.

Alternatively, if you are content with the arrangements that have been outlined in the enclosed, please sign and date two copies, keeping one and returning one to me.

I would like to take this opportunity to thank you for your contribution to the [Department / Faculty]’s research. I look forward to working with you in future.

Sincerely,

[X]