

(Date)

(Name)

(Address)

Dear \_\_\_\_\_:

We are pleased to offer you a faculty position at Nova Southeastern University in the center.....

This position offers a bi-weekly salary of (\$\$\$), which is the equivalent of (\$\$\$) on an annual basis. As a full-time faculty member you are also entitled to a full range of employee benefits. Further benefits details will be provided at the New Employee Orientation.

Your faculty appointment with NSU is contingent upon receipt of official copies of all graduate degrees, three professional reference letters, curriculum vitae, and the approval of the Chancellor. Employment is also contingent upon your ability to provide or secure and maintain work authorization in the United States. The terms and conditions of your employment will be fully outlined in the Chancellor's formal appointment letter, which you will receive under separate cover. We anticipate your first day of employment with us will be on (date). Should you have any questions, feel free to contact (name) at (number).

We greatly look forward to having you join the (academic unit name) and becoming a member of our team.

Sincerely,

(Name)

(Title)

cc: Office of Human Resources