

OFFER OF EMPLOYMENT TEMPLATE

HIRING DEPARTMENT NAME

Date

Dear _____

Re: Offer of Employment

As a follow-up to our earlier conversation I am pleased to inform you that you have been selected for our current position of Working Title, Payroll Title, Grade (if applicable), Dept program name if applicable. Your salary for this appointment will be _____ per month. Your annual salary will be \$_____.

It is my understanding from our conversation today that you would be willing to accept this position beginning DATE. When you report for work, you will be asked for valid documents to establish your identity and employment eligibility for the hire paperwork process.

I and members of my staff are looking forward to your joining the Department.

Sincerely,

HIRING AUTHORITY (Supervisor)
Department Name
Contact information

cc: HR Center Contact
cc: Department Personnel File