[INSERT OFFER DATE]

[INSERT RECIPIENT NAME]

[INSERT RECIPIENT ADDRESS]

Dear [INSERT RECIPIENT NAME],

[INSERT INTRODUCTION PARAGAPH (OPTIONAL)]

It’s my pleasure to invite you to join [INSERT DIVISION/DEPARTMENT] in the position of [INSERT ACTING JOB TITLE]. This position will end on or before [INSERT END DATE].

Please take some time to review and consider the complete terms of this offer letter. This offer supersedes all other commitments written or verbal that may have been made to you.

This offer is valid until [INSERT DEADLINE]. To accept this offer, please sign and return by the deadline.

Please contact me at [INSERT EMAIL/PHONE NUMBER] if you have any questions about the department, the University, or the terms of this offer.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSERT HIRING MANAGER NAME]

[INSERT HIRING MANAGER TITLE]

This employment offer is accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# OFFER TERMS FOR:

[INSERT RECIPIENT NAME]

**OFFER DATE:** [INSERT OFFER DATE]

**TITLE:** [INSERT JOB TITLE]

**DEPARTMENT:** [INSERT DIVISION/DEPARTMENT]

**START DATE:** [INSERT START DATE] (Contingent upon completion of all required hiring documents)

**COMPENSATION:** $[INSERT AMOUNT], [INSERT “Per Hour” OR “Salary at 1.0 full-time equivalency (FTE)”]. If you are a salaried employee and have a FTE of less than 1.0, your salary will be prorated by your respective FTE.

**FULL TIME EQUIVALENCY (FTE):** [INSERT FTE]

**YOU WILL REPORT TO:** [INSERT HIRING MANAGER NAME]

**FAIR LABOR STANDARDS ACT STATUS:** [INSERT EXEMPTION STATUS]

**WORK CALENDAR:** [INSERT “Academic” OR “Fiscal”]

**CAREER ARCHITECTURE TITLE**: [INSERT UNIVERSITY STAFF TITLE]

**CAREER STREAM/LEVEL**: [INSERT CAREER STREAM AND LEVEL]

# BENEFITS

You are [INSERT “eligible” OR “not eligible”] for benefits. To learn more about eligibility, deadlines, and the plans the University offers, please visit hr.arizona.edu.

# RETIREMENT PLANS

You are [INSERT “eligible” OR “not eligible”] to participate in a retirement plan. To learn more about eligibility, deadlines, and the plans the University offers, please visit hr.arizona.edu.

# CONDITIONS OF SERVICE

This is an Acting University Staff position covered under Arizona Board of Regents policy, 6-510 and the University Staff

Manual. You are considered an "at will employee" whose employment may be terminated at any time for any reason that is

not illegal.

# EMPLOYMENT SCREENING PROCESS

This offer of employment and continued employment is contingent upon the satisfactory completion and successful outcome of the University’s pre-employment screening process. The screening process includes, but is not limited to the University’s application, validation of references and credentials, and background check. Misrepresentation of your qualifications may be grounds for offer withdrawal or employment dismissal.

# REQUIRED UNIVERSITY TRAININGS

# The University requires all new hires to complete certain trainings within 30 days of hire or as a condition of accessing information systems and records. Required trainings will be assigned as part of your onboarding process. For more information on University trainings, please visit [https://compliance.arizona.edu/training.](https://compliance.arizona.edu/training)