

## Sample Offer Letter – Exempt OR Non-Exempt Career Position

Date

Candidate Name

Street Address

City, State, Zip

Dear:

Welcome to the University of California (INSERT LOCATION)! I am pleased to confirm my offer to you for the position of (INSERT POSITION WORKING TITLE) within the Department of (INSERT SCHOOL/DEPARTMENT NAME) reporting to (INSERT NAME AND TITLE OF DIRECT SUPERVISOR) effective (INSERT EFFECTIVE DATE). As discussed, this is a 100% exempt, career appointment with a salary of \$\_\_\_\_\_ per month or \$\_\_\_\_\_ annually. You will serve a six month probationary period which starts on (INSERT DATE) through (INSERT END DATE). (INSERT IF APPLICABLE): This appointment is governed by UC Personnel Policies for Staff Members (UC-PPSM). Click the link here for more information about these policies. <http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html>.

The University of California offers a generous benefits package and you are eligible for participation in UC health benefits and retirement programs in accordance with the benefits eligibility requirements. Information about UC's benefits programs may be reviewed online at <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html>. In addition, you are scheduled for New Employee Orientation on (INSERT DATE) where benefits and other privileges of working for the University will be discussed.

This offer is contingent upon your providing satisfactory proof of your identity and legal ability to work in the United States. You may contact us or refer to federal government form I-9 for information about acceptable documents. Please bring proof of your employment eligibility with you on your first day of work.

**(INSERT IF APPLICABLE)** Please also note that due to the critical nature of this position, this offer is contingent upon successful completion of a satisfactory background investigation prior to your first day of employment. Please contact (INSERT NAME) to arrange for an appointment for the background check. OR You will receive an email from the University's vendor to begin the background check process. Please respond to the email with the information requested to begin the process.

I look forward to welcoming you to UC (INSERT LOCATION) and know you will find working here a rewarding professional experience. Please sign below to indicate that you are accepting this offer and email or fax the signed copy of this letter back to me at (INSERT EMAIL AND FAX NUMBER) by (INSERT DATE). If you should have any additional questions, please feel free to call me at (INSERT NUMBER).

Sincerely,

(HIRING MANAGER'S SIGNATURE)

Please indicate your acceptance of this employment offer by your signing below.

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(INSERT TYPED NAME HERE)

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Date

cc: Personnel File

## Sample Offer Letter – Limited Position

Date

Candidate Name  
Street Address  
City, State, Zip

Dear:

Welcome to the University of California (INSERT LOCATION)! I am pleased to confirm my offer to you for the position of (INSERT POSITION WORKING TITLE) within the Department of (INSERT SCHOOL/DEPARTMENT NAME) reporting to (INSERT NAME AND TITLE OF DIRECT SUPERVISOR) effective (INSERT EFFECTIVE DATE). As discussed, this is a Limited appointment at \_\_\_\_% time with a salary of \$\_\_\_\_\_per pay period or \$\_\_\_\_\_ annually. You will serve a six month probationary period which starts on (INSERT DATE) through (INSERT END DATE). (INSERT IF APPLICABLE: This position is represented by a collective bargaining unit (INSERT NAME OF BARGAINING UNIT)).

The University of California offers a generous benefits package and you are eligible for participation in UC health benefits and retirement programs in accordance with the benefits eligibility requirements. Information about UC's benefits programs may be reviewed online at <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html>. In addition, you are scheduled for New Employee Orientation on (INSERT DATE) where benefits and other privileges of working for the University will be discussed.

This offer is contingent upon your providing satisfactory proof of your identity and legal ability to work in the United States. You may contact us or refer to federal government form I-9 for information about acceptable documents. Please bring proof of your employment eligibility with you on your first day of work.

**(INSERT IF APPLICABLE)** Please also note that due to the critical nature of this position, this offer is contingent upon successful completion of a satisfactory background investigation prior to your first day of employment. Please contact (INSERT NAME) to arrange for an appointment for the background check. OR You will receive an email from the University's vendor to begin the background check process. Please respond to the email with the information requested to begin the process.

I look forward to welcoming you to UC (INSERT LOCATION) and know you will find working here a rewarding professional experience. Please sign below to indicate that you are accepting this offer and email or fax the signed copy of this letter back to me at (INSERT EMAIL AND FAX NUMBER) by (INSERT DATE). If you should have any additional questions, please feel free to call me at (INSERT NUMBER).

Sincerely,

(HIRING MANAGER'S SIGNATURE)

Please indicate your acceptance of this employment offer by your signing below.

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(INSERT TYPED NAME HERE)

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Date

cc: Personnel File

## Sample Offer Letter – Managers & Senior Professionals (MSP)

Date

Candidate Name  
Street Address  
City, State, Zip

Dear:

Welcome to the University of California (INSERT LOCATION)! I am pleased to confirm my offer to you for the position of (INSERT POSITION WORKING TITLE) within the Department of (INSERT SCHOOL/DEPARTMENT NAME) reporting to (INSERT NAME AND TITLE OF DIRECT SUPERVISOR) effective (INSERT EFFECTIVE DATE). This is an exempt career position governed by the Managers & Senior Professionals (MSP) policies with a monthly salary of \$\_\_\_\_\_ or \$\_\_\_\_\_ annually.

The University of California offers a generous benefits package and you are eligible for participation in UC health benefits and retirement programs in accordance with the benefits eligibility requirements. Information about UC's benefits programs may be reviewed online at <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html>. In addition, you are scheduled for New Employee Orientation on (INSERT DATE) where benefits and other privileges of working for the University will be discussed.

This offer is contingent upon your providing satisfactory proof of your identity and legal ability to work in the United States. You may contact us or refer to federal government form I-9 for information about acceptable documents. Please bring proof of your employment eligibility with you on your first day of work.

**(INSERT IF APPLICABLE)** Please also note that due to the critical nature of this position, this offer is contingent upon successful completion of a satisfactory background investigation prior to your first day of employment. Please contact (INSERT NAME) to arrange for an appointment for the background check. OR You will receive an email from the University's vendor to begin the background check process. Please respond to the email with the information requested to begin the process.

**(Insert this paragraph only if applicable):**

In accordance with the UCLA Policy on relocation, you are eligible for relocation assistance. You may view the relocation policy and guidelines online at **(insert link here)**.

I look forward to welcoming you to UC (INSERT LOCATION) and know you will find working here a rewarding experience. Please sign below to indicate that you are accepting this offer and email or fax the signed copy of this letter back to me at (INSERT EMAIL AND FAX NUMBER) by (INSERT DATE). If you should have any additional questions, please feel free to call me at (INSERT NUMBER).

Sincerely,

(HIRING MANAGER'S SIGNATURE)

Please indicate your acceptance of this employment offer by your signing below.

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(INSERT TYPED NAME HERE)

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Date

cc: Personnel File