

Offer Letter Overview

When extending offers of employment for a staff position, departments are required to create a written offer letter that includes the following items:

- For Exempt positions, salary (presented as a monthly amount)
- For Nonexempt positions (Operations Assistants), Wages (presented as an Hourly Rate)
- Effective date of employment
- Term of appointment (academic year or fiscal year)
- Title of position
- FTE
- **Contingencies:**
 - A statement indicating that the offer is contingent upon the approval of the Chancellor
 - A statement that the offer letter is not intended to create a contract of employment and is contingent upon a satisfactory background check.
 - Other requirements such as licensing or certifications, etc.
 - Authorization to work in the U.S.
- Moving expense reimbursement (if offered)
- Benefits package information (when applicable)
- Information about required I-9 documentation
- Any other terms specific to the particular position being offered (for example, background checks)
- Expected response date

Offer Letter Templates can be found by clicking on the Links Below:

[Letter – Management and Professional](#)

[Letter – Administrative and Professional Assistant](#)

[Letter – Nonexempt – Operations Assistants](#)