

“SAMPLE” EMPLOYMENT OFFER LETTER
To be modified by hiring department as appropriate

Date

Potential New Staff Member
Street Address
City, State Zip Code

Dear

This letter is to offer you the position of the _____ at the University of New Hampshire in _____ effective _____ with an hourly rate of _____ (for OS) *OR an annual* salary of \$ _____ (for exempt positions). This job offer and start date are contingent upon successful completion of the background check process.

This appointment is _____% time. Paychecks are issued biweekly.

(for heavy duty positions)...This assignment to work will follow a medical examination, which will be scheduled by your department, to determine your ability to perform the essential requirements of the position.

(for safety sensitive positions)...This assignment to work is contingent upon passing (negative result) a drug and alcohol screening test and having no violations of DOT agency regulations documented in the records of drug and alcohol testing carried out by previous employers during the previous two years. You are required to provide written consent for UNH to obtain such records as are required by DOT agency regulations. In this assignment you will also be subject to ongoing random drug and alcohol screening.

(for term positions)...This term position has a target end date of _____, but this date is contingent upon available funding, acceptable performance evaluations, and business necessity. Any changes in the term position will be implemented with written notice to you in accordance with USNH personnel policies.

(for temporary positions with benefits)... This temporary position with benefits has a target end date of _____, but this date is contingent upon available funding, acceptable performance evaluations, and business necessity. Any changes in the temporary position with benefits will be implemented with written notice to you in accordance with USNH personnel policies. If the position is to be filled on a longer-term basis, a search will be conducted and you would be welcome to apply.

(for grant positions)...This position is funded by money awarded to the University of New Hampshire by external sources. Your employment is contingent upon this funding, the project scope and your satisfactory performance.

(for PAT positions...At UNH full time positions (100%) require exempt employees to work at least 40 hours per week. This position is ____% time. I will discuss your work schedule with you.)

Your employment begins with an introductory period during which you and your supervisor can assess if your performance in this position is progressing satisfactorily. No later than 6 months from your date of hire, your performance will be evaluated.

This offer is contingent upon your ability to present proof of valid work authorization *for the period covered by this offer (*for term or grant positions). Please coordinate with your supervisor about completing the I-9 and W-4 forms.

When you are notified, please plan to attend Getting Started at UNH, the UNH Human Resources orientation presentation. You will have the opportunity at that time to learn about the University as well as it's benefits programs and enrollment procedures. In order to have your flexible benefits take effect on the first of the month after your date of hire, it is necessary for you to enroll within the first 30 days of employment. You may obtain a University ID card at the ID Center located in Holloway Commons Dining Hall, after you've attended orientation.

Please let us know of your decision to accept this offer in writing by _____ (date)

Sincerely,