

SAMPLE OFFER LETTER

January 2, 2011

Mr. John Doe
123 Alley Street
Dayton, OH 45454

Dear John,

We are pleased to offer you the position of Staffing Services Coordinator in the University Human Resources department. Your anticipated start date is January 14, 2011. Your salary /hourly wage will be \$XXXX.

Please be aware this offer of employment is **contingent on the University's verification of** credentials and other information required by law and by Cedarville University policies, including the completion of a criminal history investigation.

Upon acceptance of this offer, you are required to schedule a new employee orientation with University Human Resources (UHR). Please contact UHR at (937) 766-7885 for date and time of availability. You will be advised of the specific information and items you will need to bring with you to the orientation.

Thank you for choosing Cedarville University as your employer of choice. We look forward to serving with you in the future.

Sue Smith
Director
Hiring Department

Lisa R. Todd, SPHR
Associate Vice President,
University Human Resources

(Note: Other specific information may be added. The above wording is the basic information that must be included on all offer letters. This letter should be prepared and sent to Lisa Todd for co-signature.)