March 01, 2015

Candidate Name

Street Address

City, State Zip

Dear Candidate Name,

We are pleased to offer you the full-time/part-time, exempt/non-exempt position of Position Title in the PositionDepartment department. Your anticipated start date is Monday, March 2, 2015. Your salary/hourly rate will be $XXXX.

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 successful completion of a criminal history investigation.

The University will reimburse you up to $XXXX of allowable moving expenses in accordance with the IRS guidelines based on publication 521. These guidelines are accessible via the web at <http://www.irs.gov/pub/irs-pdf/p521.pdf>. Please note that original receipts will be required.

Upon acceptance of this offer, you are required to provide written notification of your response to Hiring Manager Name at email@cedarville.edu. If you accept, please schedule a new employee orientation with University Human Resources 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.

Sincerely,

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Hiring Manager Name Lydia S. Gaddis, PHR

Hiring Manager Position Title Associate Vice President,

Hiring Department University Human Resources