August 22, 2014

Mr. John Doe

123 Alley Street

Dayton, OH 45454

Dear John,

We are pleased to offer you a promotion to the full time, exempt position of Staffing Services Coordinator at Cedarville University. Your start date is effective Monday, August 22, 2014. Your annual salary will be $XXXX.

Upon acceptance of this offer, you are encouraged to contact University Human Resources (UHR). Please contact Cindy Fisher, UHR Benefits Coordinator, at fisherc@cedarville.edu or (937)766-4126 with any questions that you might have on how this change will impact your employee benefits.

I am excited about the opportunities that this new position will provide and look forward to working with you in your new position!

Sincerely,

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Hiring Manager Name UHR Representative

Hiring Manager Position Title, UHR Representative Title,

Hiring Department University Human Resources