

STAFF OFFER LETTER

DATE

CANDIDATE NAME  
CANDIDATE MAILING ADDRESS

Dear CANDIDATE NAME:

On behalf of [School/College Administrative Unit and/or Department Name] at the University of Georgia, I am pleased to offer you the position of [Title – and/or [Job Class/Administrative Title]. Your employment will be effective [Hire Date] with an annual salary of [salary \$]. Your direct supervisor will be [Supervisor's Name].

TERMS OF OFFER

- This offer of employment is contingent upon completion of a background investigation demonstrating your eligibility for employment in accordance with University System of Georgia Background Investigation policy at [http://www.usg.edu/hr/manual/background\\_investigation](http://www.usg.edu/hr/manual/background_investigation). Employment at the University of Georgia is subject to verification of an applicant's identity and eligibility for employment as required by the Immigration Reform and Control Act of 1986 as amended. As required by federal law, you must complete Section 1 of the I-9 no later than your first business day of employment.
- PERSONAL MOVING EXPENSES (*if applicable must be included in offer letter*): The University of Georgia will reimburse you for documented expenses of up to \$X to help defray the cost of your personal move and relocation. To be eligible for this reimbursement, you must execute a Relocation and Moving Expense Agreement, a copy of which is included in this letter. For more information regarding allowable expense coverage and your rights and responsibilities, see <http://www.policies.uga.edu/FA/nodes/view/1051/>.
- INTRASYSTEM RECRUITMENT STATEMENT (*must be included in offer letter for senior administrators currently employed at any other unit of the University System of Georgia*): As an employee of the University System of Georgia, you may accept this position for the indicated start date dependent upon your fulfillment of contractual obligations with your current employer.
- ADDITIONAL TERMS OF OFFER (*list other terms as applicable to this position*)

Please indicate your acceptance of the terms of this offer by signing the enclosed copy of this letter and returning a signed copy of the letter and Relocation and Moving Expense Agreement (*if applicable*) to me no later than [ACCEPTANCE DATE].

It is my hope that you will accept this offer of employment at the University of Georgia, [School/College Administrative Unit and/or Department Name]. We look forward to working with you. If you have any questions, please do not hesitate to contact me.

Sincerely,

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
Title

Enclosure(s): Copy of this letter  
Relocation and Moving Expense Agreement (*if applicable*)

c: Dean XXXXXXXX or VP XXXXXXXX

STAFF OFFER LETTER

I hereby accept the position as described in the above letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date