**(DATE)**

**(EMPLOYEE NAME)**

**(EMPLOYEE ADDRESS)**

Dear (**Mr./Ms. EMPLOYEE NAME)**:

I am pleased to offer you the position of **(CLASS TITLE)**, in the **(DEPARTMENT NAME)** at Florida Atlantic University, **(INSERT CAMPUS LOCATION)**. This offer is contingent upon the successful completion of a background check and verification of education. The start date of your appointment in this exempt position will be **(DATE)** at an annual salary of **($—)**, to be paid bi-weekly. A factor of 26.1 is used to annualize the biweekly salary. This position is classified as Administrative, Managerial and Professional (AMP).

EMPLOYMENT AUTHORIZATION REQUIREMENT:

This employment offer is contingent on meeting all work authorization requirements and regulations of the Immigration Reform and Control Act of 1986, and applicable immigration laws. Federal Law requires that all employees have authorization to work in the United States. If you require an employer-sponsored nonimmigrant work visa, you are required to obtain work authorization issued by U.S. Citizenship Immigration Services and the U.S. Department of State authorizing you to work specifically for Florida Atlantic University.

Foreign nationals that require sponsorship from Florida Atlantic University in order to obtain a nonimmigrant work visa, are hereby notified, that Florida Atlantic University cannot guarantee that U.S. Citizenship and Immigration Services and the U.S. Department of State will approve a nonimmigrant visa for the purpose of obtaining work authorization. Florida Atlantic University will follow all federal guidelines and procedures in order to petition for a nonimmigrant work visa. If your visa sponsorship requires a prevailing wage determination to be issued by the Department of Labor (such as with an H-1B nonimmigrant visa), FAU reserves the right to withdraw this employment offer or terminate employment if the FAU offered wage cannot be increased to meet the  prevailing wage determination issued by the Department of Labor. Florida Atlantic University makes no claims or guarantees on the length of time it will take to file an employer-sponsored nonimmigrant work visa petition. Florida Atlantic University also reserves the right to withdraw or discontinue an employer-sponsored petition for nonimmigrant work visa at any time.

All employees must satisfy the requirements of the Immigration Reform and Control Act of 1986, which requires documents to prove the employee’s identity and demonstrate that the employee is authorized to work in the U.S., and to complete an Employment Eligibility Verification form (Form I-9). Future employment status at Florida Atlantic University, for all employees, is contingent upon your eligibility to work under the provisions of Immigration Reform and Control Act of 1986, and all immigration laws and regulations.

CONTINUED EMPLOYMENT REQUIREMENT:

Continued employment with Florida Atlantic University will require satisfactory job performance, adherence to all existing and future University and departmental regulations and policies, and compliance with all work authorization requirements and regulations of the Immigration Reform and Control Act of 1986, and applicable immigration laws. Your employment will continue unless you receive a Notice of Separation, you are terminated for cause, or you are separated for any other reason pursuant to University regulation, policy or applicable collective bargaining agreement. The specific details of your position, and all future positions with the University, will be detailed in your employee record.

Congratulations on your new position. I am very excited about the prospect of you joining our team. Please signify acceptance of this offer by signing and returning this letter to me.

Sincerely,

**(HIRING AUTHORITY)**

**(TITLE)**

**I accept the position of (TITLE), effective (DATE).**

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(**EMPLOYEE NAME**) Date