**(DATE)**

**(EMPLOYEE NAME)**

**(EMPLOYEE ADDRESS)**

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

I am pleased to offer you the position of **(CLASS TITLE)** within the **(DEPARTMENT NAME)** at Florida Atlantic University, **(CAMPUS LOCATION**). This offer is contingent upon the successful completion of a background check and verification of education. The start date for this non-exempt **(FULL-TIME/PART-TIME)** position is **(DATE)**, at a salary of **(HOURLY RATE)**, which will be paid bi-weekly.

**(OPTIONAL-modify as appropriate)** The work schedule for this position is **(Monday-Friday from 8:00 a.m. to 5:00 p.m. with one hour for lunch)**, unless an alternate schedule is approved by your manager.

PROBATIONARY PERIOD INFORMATION:

Your position is classified as Support Personnel. All Support Personnel employees must successfully pass a six-month probationary period for continued employment. Employment beyond the probationary period will require satisfactory job performance and compliance with existing and future University and departmental regulations and policies.

If you have successfully completed your probationary period no further probationary periods will be served, regardless of future changes in position.  The specific details of your position, and all futures positions with the University, will be detailed in your employee record.

EMPLOYMENT AUTHORIZATION AND 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.

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**