

THE UNIVERSITY OF CHICAGO  
[YOUR DEPARTMENT]  
[YOUR SECTION]  
[YOUR STREET ADDRESS]  
[CITY, STATE, ZIP CODE]

[date]

[full name]  
[address]  
[city, state, zip code]

Dear [Full Name],

Congratulations! I am pleased to offer you the position of [Job Title] in the [Name of Department or Division]. Your initial rate of pay will be \$\_\_\_\_\_ per hour and you will work a [Number of hours per week] hour week. This position will carry a standard package of benefits, including the accumulation of paid time off. This offer is contingent upon satisfactory reference and applicable background/motor vehicle checks and confirmation that you are legally authorized to work in the United States.

Before your arrival, please review our online new hire benefits orientation to familiarize yourself with your benefits options. The online orientation includes a video presentation, summary plan descriptions and enrollment forms. It is available at <http://hr.uchicago.edu/benefits/orientation/>. When you arrive, you will be scheduled to attend New Employee Orientation, during which a benefits counselor will be available to answer any questions you may have regarding your benefits.

During your first three (3) months of employment, you will be considered a probationary employee. This period offers both you and [Department Name] the opportunity to determine whether our employment relationship is beneficial to each and should be continued. At all times, your employment will be “at-will,” which means that you or the University can terminate your employment for any reason other than a reason prohibited by law.

Your first performance review will be prior to the end of this probationary period.

If you wish to accept this offer, please sign and date page 2 of this letter and return both pages of the offer letter to the address indicated at the top of the page.

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[date]

Your new colleagues and I look forward to working with you. If I can answer any questions prior to your arrival on \_\_\_\_\_, do not hesitate to contact me. If you choose to accept this offer, please contact \_\_\_\_\_ at \_\_\_\_\_ to arrange a time to complete the necessary new hire paperwork.

Welcome to the University of Chicago!

Sincerely,

[Manager's Name]

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I have read and understand the provisions of this offer of employment, and herewith accept the offer. I understand that my employment is contingent upon completion of background check, drug test, motor vehicles record check, execution of an employment agreement, or any other contingencies the University of Chicago needs to include.

Your signature will confirm the salary agreed upon and other terms of your appointment specified in this letter. This offer shall remain open until [date]. Any acceptance postmarked after this date will be considered invalid.

Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Dept: \_\_\_\_\_

Job Title: \_\_\_\_\_