

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. As a former temporary employee in this role, your benefit eligible date will be bridged back to _____. As a result, you are also eligible for accruals for 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.

Since you have been classified as a regular employee from a temporary employee, we are extending your probationary period an additional thirty (30) days beginning on _____ (regular employment date). During this period you will be on probation and we will apprise you of your performance. Prior to the end of _____ (end of 30 days date) we will review your performance.

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.

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

[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]

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: _____