

Sample EXEMPT, Career & Limited Offer Letter

Date

Name

Street Address

City, State, Zip

Dear

Congratulations on your appointment at UCLA as (working title) in the Department of (School/Department). I am pleased to confirm our offer of employment. This letter outlines the basic terms of your employment.

If Career:

The payroll title of your position is (payroll job code title). This is an exempt career position at (%) time. Your annual salary will be (\$). You will be paid (\$) per monthly pay period. Your employment will begin on (date), and your six-month probationary period starts (date) through (end date). [Insert if applicable: This position is represented by (collective bargaining unit name).]

OR

If Limited:

The payroll title of your position is (payroll job code title). You will be a limited exempt, (full/part-time) employee. Your rate of pay will be (\$) per monthly pay period. Your employment will begin (date) and end (insert date). [Insert if applicable: This position is represented by (collective bargaining unit name).]

[Insert if applicable] UCLA offers a generous benefits package, and you are eligible for participation in UC health benefits and retirement programs in accordance with benefits- eligibility requirements. If you have any specific questions about benefits, please contact (name) at (email). In the mean time, more information about UCLA's benefits programs may be reviewed online at: <http://atyourservice.ucop.edu>.

This offer is contingent, according to federal law, upon your providing satisfactory proof of your identity and legal ability to work in the United States. You may contact us or refer to federal government form I-9 for information about acceptable documents. Please bring proof of your employment eligibility with you on your first day of work.

UCLA is a smoke- and tobacco-free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is strictly prohibited on any UCLA owned or leased property, indoors and outdoors, including parking lots and residential space.

[Insert if applicable] Please also note that due to the nature of this position, this offer is contingent upon completion of a satisfactory background/fingerprint investigation prior to your employment. At your convenience, contact (department contact name/number) to arrange for an appointment at the UCLA Police Department.

I am delighted that you will be joining our team. Please acknowledge this offer of employment by signing and returning a copy of this letter to me at (email address) or by faxing to (fax number).

If you should have any additional questions, please contact **(name)**.

We look forward to working with you.

Sincerely,

Hiring Manager

Title

Phone number

e-mail address

I accept this offer of employment

_____ Date _____
Signature