

SAMPLE TEMPORARY OFFER LETTER – NOT POSTED

June 15, 20xx

Mr. William Daily
123 University Street
St. Louis, MO 00000

Dear William:

I am pleased that you have accepted our offer of temporary employment to do the following: _____. Your appointment will begin on _____, 20xx and end on _____. Your base hourly rate will be _____ per hour. This position is non-benefits eligible.

Any offer of employment is contingent upon the successful completion of a Criminal Background Check (CBC) and final reference checks. Based on the results of the CBC, an offer may be rescinded. Enclosed is a FCRA Summary of Rights and Disclosure/Criminal Background Check Authorization form. Since you may not begin employment as a staff member with UM-St. Louis until Human Resources is in receipt of a completed CBC, please **complete and return the Disclosure form by mail or in person to the address indicated within 24 hours of receipt.**

Normal office hours are 8:00 a.m. to 5:00 p.m., with one hour for lunch. However, department schedules may vary. As a temporary employee, you will be required to submit a Bi-weekly Payroll Time Record. Of course, all employees are expected to put in whatever time is required to get the job done. If overtime is required, we will try to give you as much advance notice as possible.

I look forward to seeing you on _____. In the meantime, if you have any questions or concerns, feel free to call me at _____.

Sincerely,

XXXXX