

SAMPLE NON-EXEMPT PART-TIME OFFER LETTER

Date

Name
Address
City/State/Zip

Dear...

I am pleased to offer you the position of _____. Your salary will be \$__ per hour. Your start date is _____

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 Based on the results of the CBC, an offer may be rescinded.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.**

At 8:00 a.m. on _____(day), _____(date), you should report to the UM-St. Louis Human Resources Department to complete your necessary employment paperwork. The Human Resources Department may be contacted at 314-516-5805 and is located in the General Services Building, Room 211.

Please note: You will need to bring with you on your first day documentation that verifies your identity and eligibility to work in the United States. (Employees usually provide a driver's license and Social Security card, or substitute a passport.) To be placed on payroll, you must bring your Social Security card or a record that you have applied for one, and you should bring documentation necessary to sign up for mandatory payroll direct deposit (i.e. a voided check for a checking account or a deposit slip for a savings account).

When you are finished in Human Resources, come to my office where we will discuss your specific responsibilities and, in general, orient you to the _____ department. If you have any questions or concerns, feel free to contact me at _____.

We look forward to seeing you on _____!

Sincerely,

cc. Human Resources