

Sample Bargaining Unit Offer Letter

Date

Name

Street Address

City, State, Zip

Dear

Congratulations of becoming part of the UCLA organization! You'll enjoy rewards such as outstanding benefits, a competitive employment package, a diverse culture and an environment that supports the spirit of excellence. This letter confirms our offer of employment to you as (insert title), a career appointment in the (insert dept/school) reporting to (insert name and title of supervisor). As discussed, your monthly salary will be \$_____. This position is represented by (insert collective bargaining unit name). In this position, you will be serving a six-month probationary period beginning (insert date) until (insert end date).

UCLA offers a generous benefits package and you are eligible for participation in the UC health, wellness and retirement programs in accordance with the benefits eligibility requirements. More information about UCLA's benefits programs may be reviewed online at <http://atyourservice.ucop.edu>.

Please note that you must bring proof of employment eligibility on your first day.

Insert this paragraph if applicable:

Due to the nature of this important position, you are required to complete a criminal background/fingerprint investigation prior to your employment. Please contact (insert contact name here) to arrange for an appointment at the UCLA Police Department for your background/fingerprint investigation.

If you should have any additional questions, please contact (insert contact name here). Please sign and fax a copy of this letter to me at (insert fax number here).

We look forward to welcoming you to UCLA.

Sincerely,

Hiring Manager

Title

Phone number

e-mail address

I accept this offer of employment

_____ Date _____
Applicant Signature