

## Sample SPA Employee Appointment Confirmation Letter

<date>

<name>

<mailing address>

<city, state zip>

Dear <name>:

I am pleased to confirm your acceptance of my offer of employment with the University of North Carolina <General Administration/Center for Public Television/etc.> as <position title> in the <name of division/department>. *(If appropriate: The working title for your position is <working title>.)* Your appointment will be effective <month day, year> at an <annual salary/hourly rate *(for temporary employees)*> of \$<annual salary amount/hourly rate>.

*(If appropriate: Your appointment carries a probationary period of <number (3 through 9)> months. The probationary period is an extension of the selection process and provides time for effective adjustment of new employees.)*

You should report on <month day, year> at <time> to <location>.

I am looking forward to your joining our staff and invite you to let me know if you need additional information or have any questions.

Sincerely,

<Hiring Supervisor Name>

cc: Human Resources