

Date

Candidate's Name

Address

City, State, Zip

Dear Candidate's Name:

This letter serves as an offer of employment to you for the University Support Personnel System position # number, class/position title, in the department name. Upon acceptance, your start date will be 00/00/0000 at a bi-weekly salary of \$ 0.00. Your work schedule will be work days, work hours with time for lunch for lunch. New Employee Orientation must be completed within 30 days of the start of your employment. Your job duties and responsibilities have been discussed with you. This offer is subject to conditions established for positions designated as time-limited.

As a USPS employee with Florida State University, you will be required to serve a six month probationary period within the classification. Your probationary period will be six months from the date of your employment (one year for law enforcement personnel).

You are advised that under Florida law, direct deposit of salary warrants by electronic funds transfer (EFT) is mandatory as a condition of employment for all new employees. Your acceptance of this offer commits you to complete the authorization form which will be provided and submit it to FSU Payroll Services at the time of hire.

Please signify your acceptance of this offer by signing in the designated space below and returning to:

Return name and address

If you have any questions, please call me at 000-000-0000.

Sincerely,

Name, title and department

I understand by accepting this time-limited position with Florida State University that I shall have the same rights as a position with a regular appointment (to include eligibility for benefits and earning regular status in the class) except I shall not have the rights provided by layoff or recall. The expected end date of this time-limited appointment is 00/00/0000, contingent upon continued funding and the needs of the University.

I accept this offer.

Candidate's Signature

Date

NOTE: Current employees being appointed into a classification in which they have already successfully completed a probationary period won't be required to serve another probationary period, and the information above regarding probation shouldn't be included in the offer letter.

NOTE: If the USPS appointment will be Emergency or Temporary, it will need to be indicated in the offer letter with the appropriate end date.