

Suggested Job Offer Confirmation Letter

Date

Name
Street Address
City, State Zip Code

Dear _____:

This letter will confirm your acceptance of the (full/part-time) (classification) position in the _____ department. We are looking forward to working with you.

Your first day of work will be (day and date). You should report to (building and room number) no later than (time) and ask for (contact person) upon your arrival. (He/She) will begin your orientation to the department and your position.

OPTIONAL LANGUAGE:

(A valid driver's license is required for this position. Your offer of employment is contingent upon a review of your driving record and compliance with the standards of the University of Iowa's Fleet Safety Policy. Failure to meet the requirements of the University of Iowa's Fleet Safety Policy may result in the withdrawal of the employment offer.)

The beginning salary for this position is (\$\$\$\$\$) per year. You will serve a 6 months probation period. Your employment in this position will be governed by the State Board of Regents merit rules and when applicable, a collective bargaining agreement between the State of Iowa and the American Federation of State, County, and Municipal Employees (AFSCME), and The University of Iowa Operations Manual. Copies of these three documents can be made available for your review through your supervisor.

If for any reason you decide not to accept this position please contact (name & title) at (phone #).

I look forward to working with you.

Sincerely,

Name
Title

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