

SAMPLE OFFER LETTER

[DATE]

[Name]
[Address]
[City], [State] [Zip]

Dear [First Name]:

I am pleased to extend an offer of appointment to you as the [Title] in the Department of [Department]. This appointment is effective as of [Appt. Date] and carries an initial salary of \$[Salary] per annum. The University of Tulsa is an employer at will and continuation of employment is not guaranteed for a specific length of time, but is dependent upon the attainment and maintenance of satisfactory performance. Performance evaluations are subject to the university's standard personnel policies and procedures, which the university adopts as needed, and are found in *The University of Tulsa Policies and Procedures Manual*. These policies are available for your review upon request and are updated and revised periodically.

Enclosed is a summary of the University Fringe Benefits and Moving Expense Policy as they apply to your appointment. Participation in the retirement plan is mandatory for all full-time employees after completing two years of employment. Please report to the Office of Human Resources at 8:30 a.m. Monday, [Orient. Date] for New Employee Orientation or call 918-631-2250 to reschedule.

If the terms of this offer are acceptable, please sign both the original and copy of this letter, return the original to the Office of Human Resources, and retain a copy for your file. Your signature will confirm the salary agreed upon and other terms of your appointment specified in this letter or by reference to other documents. Upon our receipt of this letter signed by you, your appointment will be processed through appropriate channels, whereupon notification of your appointment reflecting the terms of this agreement will be mailed to you.

We are enthusiastic about your joining The University of Tulsa and believe your contributions, expertise, and attitude will be greatly appreciated by the university.

Sincerely,

[Dean or VP]
[Title]

I am a citizen of _____(country) and I certify that I am eligible to work in the United States. I understand that I cannot be employed by The University of Tulsa or receive payment for services until I have provided proof of authority to work and may not continue if such authority to work ceases.

To ensure compliance with federal law, the following paragraph accompanies all offer letters to U.S. citizens and non-citizens alike. This offer is contingent upon your immigration status, and responsibility for meeting immigration requirements of the United States must rest with you. This includes determining what immigration status is appropriate for your particular needs and is consistent with the law, and seeing that the appropriate steps are taken to secure it. The University will assist you in any way we can in these matters, but immigration status is a legal relationship directly between an alien and the United States Government. We want to be as helpful as possible, but only the U.S. Immigration and Naturalization Service or a United States Consulate is in a position to give you authoritative advice. You may be responsible for any fees, including legal fees, associated with obtaining and maintaining appropriate immigration status. Approval of this offer is contingent upon the production of documentation of identification and eligibility for employment as required by the immigration Reform Control Act of 1986.

I understand and accept the terms and conditions of this letter. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the university.

Signature and Date

Social Security number