

SAMPLE OFFER LETTER – PSS EXEMPT

Dear:

It is my distinct pleasure to offer you the position of _____ (working title) with the University of California Office of the President. The appointment will commence on _____ (date) at an annual compensation of \$_____. This is a career or [limited] or [contract] appointment at the Professional and Support Staff level, graded at PSS _____. As a career or [limited] or [contract] employee with the University you will be eligible for career or [limited] employee benefits, and will serve a six-month probationary period. Information on UC Benefits may be found online at: <http://atyourservice.ucop.edu/>. [Include as needed: This offer is contingent on successful completion of background and fingerprinting checks.]

I look forward to your acceptance of this offer and to having you join our team. I can assure you that the position of _____ will offer many challenges, but hopefully many rewards as well.

Please sign and return a copy to verify your acceptance of the position.

Sincerely,

Hiring Authority

Accepted:

Signature

Date