

**SAMPLE OFFER LETTER – PSS NON-EXEMPT**

Dear:

It is my distinct pleasure to offer you the position of \_\_\_\_\_ with the University of California Office of the President . This career appointment will commence on \_\_\_\_\_ at an annual compensation of \$\_\_\_\_\_. As a career **or** [limited] employee with the University you will be eligible for full **or** [limited] employee benefits. Information on UC Benefits may be found online at: <http://atyourservice.ucop.edu/>. [*Include as needed: Please note this offer is contingent on successful completion of background and fingerprinting checks.*]

This is a career appointment covered by the CUE Clerical Unit contract with the University. [*Omit if title is not covered by CUE and see PSS Exempt sample*] Per the CUE contract, you will serve a six-month probationary period.

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 and many rewards as well.

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

Sincerely,

Hiring Authority

**Accepted:**

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Signature

Date