SAMPLE LETTER OF OFFER

OPS STUDENT EMPLOYEES

DATE

Name

Address

Address

Dear \_\_\_\_\_\_\_\_\_\_:

This letter is to formally offer you the position of OPS Student Assistant, in the <Department> at the University of Florida. This appointment is a part-time (<FTE>), time-limited non-exempt position with a starting rate of pay of <$XX.XX> per hour and is effective <date>.

**Job Responsibilities**

As discussed during your interview, the principal duties and responsibilities assigned to this position are <job duties from position description here>.

**Employment Paperwork Requirements**

As a federal contractor, the University of Florida is required to verify the identity and work authorization of all new employees. To help us comply with federal requirements we ask you,

* Complete Section 1 of Form I-9 on or prior to your first day of employment.
* Present documents that verify your identity and work authorization within the first three business days of your start date.

Failure to provide the appropriate documentation by the end of the third business day as required by law may lead to termination of employment.

Your colleagues at the <Department> and I are delighted to have the opportunity to work with you. Should you have any questions, please let me know.

Sincerely,

Name

Title

**Acceptance of Offer**

Please indicate your acceptance of our offer by signing below and returning a copy of the letter, with your original signature, to me no later than <date>.

I understand and accept the conditions of this appointment as outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s name Acceptance Date