

## SAMPLE OFFER LETTER

### ADMINISTRATIVE PROFESSIONAL, CONTINUOUS

Dear [Applicant's first name]:

I am very pleased to offer you the position of [position title] in the [Department of/Unit Name] at Illinois State University. [We are/I am] very pleased to have you joining our staff and hope that you are equally pleased with this opportunity. Your appointment will be effective [date] and the terms and conditions of this offer are as follows:

- The monthly salary for the [#]-month position will be [\$---].
- **If applicable:** Equipment needs provided
- **If appropriate and desired:** Job expectations – workload, committee assignments, etc.
- **If applicable:** Reimbursement for moving expenses

If you require any accommodation(s) in order to perform the essential functions of your new position, please contact the Employment Accommodations Coordinator at 309-438-8311. Human Resources will hold any information you provide in confidence.

In addition, this appointment is contingent upon proof of eligibility for employment in the United States. The Immigration and Control Act of 1986, Public Law 99-603, requires all new employees to file a Form I-9 in person and no later than three days from the beginning of employment. Also, we will need the official transcripts indicating your highest earned degree. An *official* transcript bears the official signature of the Registrar, may have a raised university seal, and/or is printed on secured paper. A photocopy cannot be accepted as an official institutional document. Please see that official transcripts are sent immediately to:

Attn:  
Human Resources  
Campus Box 1300  
Illinois State University  
Normal, IL. 61790-1300

Completion of additional employment forms are part of this offer and will be completed in person upon your arrival.

I encourage you to view our Human Resources website at <http://www.hr.ilstu.edu/prospective/> for general information on employee benefits. You will learn more details about all the benefits of working for Illinois State University when you attend New Employee Orientation.

If you are not a United States citizen, your eligibility for certain employee benefits programs including health insurance are contingent on your visa status and on whether or not you meet the Internal Revenue Service "substantial presence test". Please contact the Human Resources representative listed above if you have further questions regarding this.

Again, it is a pleasure to welcome you as an employee of Illinois State University. If you have any additional questions, please contact me at (309) [xxx-xxxx]. **As verification that you accept this offer, please sign the enclosed copy of this letter and return it to me by [date].**

Sincerely,

[Name]

[Title]

Cc: Human Resources  
[Name, Title -Next Level Supervisor/Dept. Head/Director, etc.]

I accept the offer as described in this letter dated [date]. I further understand that if I leave this position prior to one year from the contract start date, I am expected to repay any and all moving expense reimbursement, and I agree to authorize any necessary paperwork for this amount to be deducted from my final Illinois State University paycheck.

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Signature

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Date