

Offer letter – Management Professional NEW HIRE

Click in the [FIELDS] to enter corresponding information.

[DATE]

[CANDIDATE'S FULL NAME]

[CANDIDATE'S ADDRESS]

[CANDIDATE'S ADDRESS 2]

[CANDIDATE'S CITY, STATE, ZIP]

Dear [CANDIDATE'S NAME]:

It gives me great pleasure to offer you an appointment as [TITLE] in the Department of [DEPARTMENT NAME] to begin [START DATE].

The position will be a [# OF MONTHS]-month [FTE] appointment at a monthly salary of [MONTHLY SALARY AMOUNT]. Salary increases are based entirely on merit.

In addition to the salary, Purdue University provides a competitive fringe benefit package that includes retirement benefits as well as major medical, disability and life insurance.

The University provides a 403(b) defined contribution retirement plan administered by Fidelity Investments, and you will be eligible for university-funded contributions immediately. Upon hire, the University will contribute an amount equal to 10 percent of your budgeted salary (and summer earnings) to the 403(b) plan, and you will be required to contribute 4 percent of your budgeted salary (and summer earnings) to Purdue's 401(a) defined contribution retirement plan. Voluntary savings options are also available upon hire.

Purdue University's benefit package is summarized at:

<http://www.purdue.edu/hr/Benefits/index.html>

The Faculty and Staff Handbook is located at:

http://www.purdue.edu/faculty_staff_handbook/

Moving expenses will be reimbursed up to an amount of [DOLLAR AMOUNT].

This offer is contingent upon the results of the Background Check.

This offer is also contingent upon your eligibility to work in the United States. Prior to your first day of work, you must first complete Section 1 of the U.S.

Citizenship and Immigration Services' Form I-9, Employment Eligibility Verification. To access the electronic form, visit the Purdue University payroll site at www.purdue.edu/Payroll. Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. After completing Section 1, you will be provided a list of acceptable documents. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department on your first day of employment.

Your supervisor will register you for the University's New Employee Orientation program and provide you with the date and location. The program provides new employees with a foundation of knowledge regarding the University's mission, organizational structure and functions, as well as to foster an understanding of our culture, values, and diversity.

The [FACULTY/STAFF] join me in welcoming you to the department and look forward to working with you. We trust that it will be mutually rewarding. Please indicate your acceptance of this position by signing below and returning the original in the self-addressed stamped envelope by [DUE DATE].

Sincerely,

[DEPARTMENT HEAD NAME]
[DEPARTMENT HEAD TITLE]

Acceptance Signature

Date

Enclosures: Form I-9 List of Acceptable Documents:
http://www.purdue.edu/business/payroll/pdf/Instructions_and_NEWI-9Form.pdf
Stamped Self-Addressed Envelope

cc: Business Office
[SUPERVISOR NAME]
[OTHER RECIPIENTS]