

## SAMPLE COVER LETTER TO OFFER OF EMPLOYMENT

DRAFT

(Date)

Mr. John Smith  
1234 NW 29th Avenue  
City, State ZIP

Dear Mr. Smith,

I am pleased to extend an invitation to you to join the faculty of the Department of \_\_\_\_\_. The appointment will be as a (Title), effective (Date). The salary for this position is \$\_\_\_\_\_ for the nine-month academic year (or twelve month calendar year). This offer is contingent on a successful pre-employment screening which includes a review of criminal records, reference checks, and verification of education.

Attached you will find information regarding the details of your appointment. If you have any questions regarding the items listed, please do not hesitate to contact me.

It is my understanding from our earlier discussion that you are seriously interested in this offer. I would appreciate your signed response as soon as possible but no later than \_\_\_\_\_. For your convenience, I have enclosed two copies of the addendum. Please sign and return one of them.

*(Moving expense information, if applicable, should be stated here or in the addendum.)*

Faculty in the Department of \_\_\_\_\_ join me in hoping you will decide to become a member of our faculty. I know you will find the opportunities for professional development are limited only by your interest and ability.

Very truly yours,

John Doe  
Chair

Attachment (Please refer to the description of the items that must be included in the addendum in the letter that follows.)

cc: Appropriate Vice President  
Dean  
Personnel File

**Note: A copy of this letter this should be placed in the personnel file if the individual accepts employment.**