(Date)

(First Name, Last Name)

(Address 1)  
(Address 2)

Dear (First Name),

I am pleased to offer you the (job title) position with Continuing Education & Community Engagement at the University of Utah. The position will have direct reporting responsibility to the (hiring manager title). Your duties will include, in summary, (open text).

This offer of employment is summarized as follows:

**EXE**: I am offering you a semi-monthly salary of $(open text), which would equate to an annual salary of $(open text) **NE**: I am offering you an hourly pay rate of $(open text). **EXE & NE**: Employees are paid semi-monthly on the 7th and 22nd of each month (24 times a year) through direct deposit.

The University of Utah provides a variety of excellent employee benefits, including health care coverage, retirement plans, and paid leave time. Eligibility is described in University policy and the governing plan/policy documents. Current benefit information is available at [www.hr.utah.edu/benefits](http://www.hr.utah.edu/benefits) and will be provided through the online new employee orientation. On or after your hire date, you will be able to log into UBenefits to enroll in benefits. Additional information is also provided in UBenefits. If you are receiving retirement benefits through Utah Retirement Systems, employment with the University will be subject to URS’ post-retirement employment rules. If you have questions regarding the URS rules, please contact them at (801) 366-7770 or (800) 695-4877. If you were previously enrolled in a Utah Retirement Systems retirement plan and would like information regarding reenrollment during your employment with the University, contact Human Resources at (801) 581-7447 as soon as possible, but no later than your first day of employment.

This offer is contingent on satisfactory completion of pre-hire checks, including a criminal background check and potentially a drug screen and reference checks.

I anticipate a start date of (month, day, year).

I am committed to your success and will partner in every way possible to meet the goals and objectives I have outlined. I look forward to working with you in this role.

ACKNOWLEDGMENTS

I accept this offer of employment and understand that my employment is probationary for at least my initial six months, and potentially up to nine months. Throughout probation, my employment is “at will” and I can be released for business reasons substantiated by the hiring department, subject to review and approval by University Human ResourceManagement.

I understand I am required to establish my identity and eligibility to work in the United States by completing Form I-9 (<http://www.uscis.gov/files/form/i-9.pdf>) on or before my hire date. I must also present the required documents within three (3) business days of my hire date to the hiring official. Failure to meet this requirement within the time specified will result in my release from employment.

I understand that I am required to complete on-line New Employee Orientation as soon as possible after my start date as some information is time sensitive including benefit enrollment forms.

I understand that I am required to sign the Employee Intellectual Property Assignment Agreement at <https://forms.hrit.utah.edu/ip>

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Employee Signature / Date Hiring Manager Signature / Date