Standard Offer Letter for University Support Staff Appointment

[Date]

[Name]

[Mailing Address]

Dear [Name]:

On behalf of Kansas State University and the Department/Division of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within the College/Unit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position number). We look forward to your contributions as a member of the university community.

The position is a full *[part]*-time regular *[term]* \_\_-month appointment effective \_\_\_\_\_\_\_\_\_\_. The salary is $\_\_\_\_\_\_\_\_, and is [benefits eligible/non-benefit eligible]. If you have questions about how benefits may apply to you at the university, you should contact our benefits team by phone at

785-532-6277 or by email at benefits@k-state.edu.

Please review and become familiar with Kansas State University’s policies and procedures for USS evaluation, promotion, guidelines, which are included online on the K-State website in the University’s PPM. It is your responsibility to be aware of these policies and procedures as well as others that may apply to you.

Please note this offer is contingent on the following; 1) your ability to provide satisfactory documentation verifying your eligibility to work for K-State in the above-mentioned position, 2) passing of the required background and/or educational check, and 3) completion of other paperwork required to finalize the employment process.

**Optional:**

As an acknowledgement of these terms and conditions, please sign below and return the original to the department by \_\_\_\_\_\_\_\_\_\_\_. Please retain a copy for your records.

Sincerely,

# [Name] [Name]

Department Head/Director/Supervisor, Dean, College of \_\_\_\_\_\_\_\_\_\_

I accept your offer of this position:

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

Signature Date

cc: [Department Head/Director/Supervisor]

(if applicable)