



## Sample Offer Letter

May 4, 2011

«Salutation» «FTR\_FName» «FTR\_LName»  
«Address\_1»  
«Address\_2»  
«City», «State» «Zip»

Dear «Salutation» «FTR\_LName»:

Based on a recommendation from the Department of «Department», I am pleased to offer you the position of «Hire\_Rank» in the Department of «Department», effective «Eff\_Date».

This offer of employment is contingent upon completion of a background investigation including, a criminal background check demonstrating your eligibility for employment with Georgia State University, as determined by Georgia State University in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable a satisfactory financial report.

The salary for this position is \$«Salary» for the academic year. This salary was determined on the basis of your qualifications and experience relative to the college merit equity salary structure. The salary indicated above represents compensation for the two semesters of the academic year only. Summer teaching is contingent upon departmental need and financial constraints. Summer salary can be partially or totally provided from grants and contracts.

While this is a tenure-track position, renewal of this appointment depends on satisfactory performance in teaching, research, and service, as well as the general needs of the University, the financial outlook, and programmatic trends.

As part of this offer the department agrees to reimburse you up to an amount of «Amount» for personal moving expenses. Failure to remain in the position for one academic year may constitute a violation of the agreement and you could be subject to repayment for all or a prorated portion of the moving expenses. It is important to understand receiving the benefit of moving expenses may include personal tax implications and you should contact a tax professional with personal tax questions. The Georgia State University policy for relocation and moving expenses may be reviewed at the Office of Disbursements website:

<http://www2.gsu.edu/~wwwfas/FinancialOperation/RelocationandMovingExpensePolicyandProcedure.pdf>.



Offer Letter - «Salutation» «FTR\_FName» «FTR\_Lname»

---

If you accept this offer, I would appreciate hearing from you within ten working days of the date of this letter, after which the offer will expire. If you have any questions, or need more time to reply, please contact « Human Resources Officer» , College Human Resources Officer, at «(xxx)xxx-xxxx», «email\_address\_of\_gsu.edu».

The Department of «Department» is impressed with your credentials, and we sincerely hope that you will be able to join our faculty. We believe that you would find here at Georgia State a fine environment in which to teach and develop your research and scholarship. I look forward to hearing from you at your earliest convenience.

Sincerely,

«Dean»  
Dean

Enclosures

cc: Dr. «Chair», Chair  
Dr. «Assoc\_Dein», Associate Dean