

**UNL Letter of Offer / New Hire Grant Funding: To be printed on department letterhead**

**NOTES TO THE DEPARTMENT:**

- The probationary status ends one day short of six months. For example, the employee starts May 20, the probationary status ends November 19.
- Please attach photocopies of this letter and candidate's acceptance letter to the PAF.
- Please edit the letter to represent the appropriate statement—monthly salary/hourly wage.

Inside Address

Salutation:

Congratulations and welcome to the University of Nebraska – Lincoln. I am very pleased that you have chosen UNL as your career choice and I am happy to offer you the position of \_\_\_ in our department, at a monthly salary/hourly wage\* of \$\_\_ effective \_\_\_.

New employees come to UNL in a probationary status. In this regard, I invite your careful attention to the information on the enclosed sheet that defines the terms of probationary and regular employee status. If the information sheet does not arrive with this letter, please call me. If you have questions about any of this information, you may call Employee Relations at 472-3106. Under separate cover you will receive information describing the University's benefits package. You will have up to 30 days from the start of employment in which to enroll for applicable benefits. Please contact us if you are interested in a free 30-day temporary campus parking permit.

As a member of the University family, you may also want to take a look at the following web site to review some of the many benefits that UNL employees receive:

<http://hr.unl.edu/general/employeeservices.shtml>

You should note that the resources for this position are the result of a grant or other form of temporary funding. In addition to the required performance standards, appointment to this position beyond \_\_\_ is contingent upon successfully securing additional temporary funds. Because of the nature of these funds, you should know that this position is not reduction-in-force eligible. Therefore, after successful completion of original probation, you will have all the rights and privileges that come with regular appointment status except those accorded under the University of Nebraska-Lincoln Reduction-In-Force Policy.

Please acknowledge receipt of this letter in writing, and if you accept the position, please also confirm your starting date and salary. Information about New Employee Orientation is located on the web at the following address: <http://hr.unl.edu/general/neo.shtml>. If you have any questions regarding your employment, please feel free to contact Human Resources (402-472-3101) at any time. Again, welcome and I hope that you find your career here at UNL to be a challenging and rewarding one.

Sincerely,

(Department head or hiring official)

Enclosure: Information Sheet