

**UNL Letter of Offer / Transfer Non-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:

After careful review of the candidates who applied for the position of \_\_\_\_ in our department, you have been selected as the applicant whose qualifications best match our current needs. Therefore, I am pleased to offer you the position of \_\_\_\_ at a monthly salary/hourly wage\* of \$\_\_\_\_ effective \_\_\_\_.

Please acknowledge receipt of this letter in writing, and if you accept the position, please also confirm your starting date and salary.

Sincerely,

(Department head or hiring official)

Enclosure: Information Sheet