**Template: Change in start date to issued appointment letter**

**(Attach this letter to a copy of the signed original, and revise the ePAR)**

***ADD TO BOTTOM OF ORIGINAL LETTER:***

"Letter modified by attached letter dated (DATE)"

***ON ATTACHED LETTER:***

(DATE)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The effective date of your employment has changed to (DATE).  \* The FY\_\_ salary previously established for your position will be pro-rated to the new hire date.   All remaining terms and conditions of your appointment will remain in place and in
full effect.

Approved as modified:

 Chair

 Dean

 Provost and Senior Vice President

Acceptance:

I accept the offer as outlined above.

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

Date Signature

\*NOTE: If the new hire date crosses the calendar year, the appointment period will change. Please add the following sentence (as the second sentence) to the first paragraph:

“Your appointment will be for the period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_ and ending June 30, 20\_\_. “