**Sample Offer Letter -Exempt full-time & part-time non-represented staff employees**

DATE

NAME

STREET ADDRESS

CITY, STATE ZIP

Dear [Employee Name],

The University of Vermont is pleased to offer you the position of [classification title] in the department of [department]. You will be reporting to [Supervisor Name, Title], and your start date is scheduled for [date]. Your compensation will be $[per pay period amount (divide annual salary by 24 prorated by term length and FTE)] minus applicable taxes and withholdings paid twice monthly, resulting in an annualized salary of [annual rate]. This position is a [9,10,11,12] month, [FTE e.g., 1.0] full-time equivalency, exempt position that is not eligible for overtime per the Fair Labor Standards Act guidelines.

This exempt position requires a [4 months to 1 year] probationary period during which you will become familiar with the duties of the position and which permits your supervisor to observe your performance. During the probationary period, your performance will be assessed to ensure that you are meeting the expectations of the position.

Please also complete and return the [Employee Information Form](https://www.uvm.edu/sites/default/files/Human-Resource-Services-and-Operations/Forms/EmployeeInformationForm.pdf) with acceptance of this position.

Include if FTE=0.50 or more: This position is eligible for University benefits. Please see the [Benefits website](https://www.uvm.edu/hrs/benefits) for the applicable handbook or bargaining agreement for details on the specific benefits.

Include if position supported by restricted funds: This position is [wholly/partially] supported by restricted funds and it is contingent upon the continuation of these funds. Therefore, the University cannot guarantee employment beyond [DATE], which is the expiration date of these funds.

Include if driving is an essential function: Since driving a University vehicle is an essential function of your position, the University must obtain a copy of your current motor vehicle record; the results of which must be satisfactory to the University. Continuation of employment is contingent upon you maintaining a valid motor vehicle license. Additionally, you much obtain permission to drive a UVM vehicle by following the process found at the University Risk Management and Safety Website specific to the [Driver Safety Program](http://www.uvm.edu/safety/field/driver-safety-program).

Include if a background check is required for this position: This offer is contingent upon the completion of a successful background check. If the background check process reveals information about criminal charges or convictions that you failed to disclose on your application, UVM may immediately revoke this offer of employment, or, if you have already begun your employment with UVM, may terminate it immediately.

Include if position is in the Larner College of Medicine: Our Larner College of Medicine community upholds the highest standards of professionalism as we follow our passion for lifelong learning and improvement. We demonstrate professionalism through integrity, accountability, compassion, altruism, and social responsibility. We honor the trust our society has placed in us as stewards of the art and science of medicine, relying on cultural humility, kindness, and respect to guide our daily interactions. We expect all members of our community to embrace these principles of professionalism as we strive to conduct and support patient care, research, and education that are second to none.

You are required to attend a New Hire Enrollment session at 9:00 AM on [DATE], which will be held in room 230 of the Waterman Building. During the New Hire Enrollment session, you will have the chance to learn about the many benefits available to you as a University employee and to ask benefits-related questions of Human Resources professionals. In order to prepare for this session, please visit UVM’s [New Employee Information](https://www.uvm.edu/hrs/newemployee?Page=welcome/newemployees.php&SM=welcome/welcomemenu.html%20site%20online) site online and review the sections on “Before You Start” and “First Day.” Please also take time to review and [complete the required forms](http://www.uvm.edu/hrs/?Page=welcome/orientationchecklist2.html) and bring these with you on your first day.

We look forward to hearing from you by [DATE], after which time this offer is no longer valid. If your decision is to accept the position, as stated above, please indicate your acceptance by signing a copy of this offer letter and returning it to:

Sincerely,

[Signature and title of the supervisor with authority to hire]

ACCEPTANCE:   I accept the offer as outlined above.

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Signature Date