

Department Name and address

Date

Name

Address

Dear Name:

On behalf of Arizona State University, I am pleased to offer you the position of job title, at percent FTE, xxx per hour; xxx per pay period. This is a benefits-eligible position. The [**ASU Benefits Guide**](https://cfo.asu.edu/benefits-guide)willinform you of [benefits enrollment](http://cfo.asu.edu/benefits-enrollment) and [mandatory retirement enrollment](https://cfo.asu.edu/retirement-enrollment) decisions you will need to make within 30 days of your start date. ASU employees currently enrolled in employee benefits do not need to re-enroll.

This is an at-will, university staff, category **01**, position. As an at-will employee, you and ASU are entitled to terminate employment at any time and for any lawful reason. Nothing stated in this offer letter or said by any supervisor creates an employment contract or modifies the at-will employment status of ASU employees.

This employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities. These include a reference check of former employment, verification of ability to work in the U.S. and [criminal history check](https://cfo.asu.edu/background-fingerprints) as required under ASU policy [ACD 126](https://www.asu.edu/aad/manuals/acd/acd126.html) and ABOR [policy 6-709](https://public.azregents.edu/Policy%20Manual/6-709-Mandatory%20Background%20Checks-Employees-Process%20for%20Hiring-Retaining-Termination%20Employees%20Convicted-Felony%20Offense.pdf). ABOR’s policy states misrepresentation of an individual’s qualifications or credentials in securing employment at the university may be grounds for dismissal.

Your start date is **[enter start date]**. You will report to **[enter manager name]**, **[enter manager title]**, of the **[enter department name]**.

**Note to author: Enter any additional information you want to include about this job or the department. If this is a temporary position, include the date the position is expected to terminate. You may edit, revise or remove sections below as needed.**

Additionally, this position is funded in whole or part by sources other than state appropriation and may terminate when funding is no longer available.

After submitting this signed offer letter, complete the new employee paperwork with Section 1 of the Employment Eligibility Verification (Form I-9) no later than your first day of employment.

Review [new employee information](https://cfo.asu.edu/new-employee-info) to find required forms and documentation, orientation and training and access to certain buildings or systems.

As a nonexempt/hourly employee, review [SPP 404-04](http://www.asu.edu/aad/manuals/spp/spp404-04.html) regarding comp time/overtime and [SPP 404-08](http://www.asu.edu/aad/manuals/spp/spp404-08.html) regarding use of electronic devices after hours.  Also, note any hours in excess of 40 in a workweek **must** be pre-approved by your supervisor.

You will attend the benefits-eligible New Employee Orientation on [**insert date**]. The session is conducted by Human Resources, from 8 a.m. to 3 p.m., in the [University Center Bldg A](https://maps.asu.edu/?id=120&mrkIid=63025), 1100 E. University Drive, Tempe, AZ 85287. This meeting acquaints new employees with ASU, offers onsite signup for services and provides benefit information about insurance and retirement plans. There is a short break for lunch around noon. For details about location, where to park and services, see [New Employee Orientation](https://cfo.asu.edu/orientation).

Please acknowledge that you accept this offer of employment by signing with your electronic signature no later than **[insert date]**. You may contact **[contact name**] at **[contact phone]** if you have questions. Welcome to ASU. I am looking forward to your joining the department staff.

Sincerely,

**[insert signature photo using the “insert image” tool above]**

**Name**

**Title**

Letter ID: [#Document:UniqueID#]

Revised 6/16/17