

**Date**

**Name**

**Address**

**City, State Zip**

Dear **Mr./Ms. Last Name:**

Welcome to Florida A&M University! We are excited to have you join our team! It is my pleasure to extend a contingent offer of employment as a **Position** in the **Department Name**. Your annual salary will be **\$Yearly Amount**, subject to regular taxation and with standard fringe benefits accorded to employees in the **University Support Personnel System or Administrative & Professional** pay plan. You will report directly to **Supervisor Name, Supervisor Title**. This offer is contingent upon a criminal history background check and submission of official college transcripts for verification of education and references.

Upon acceptance of this job offer, please provide your anticipated start date below and return this letter to **Supervisor Name, Supervisor Title** at **Supervisor email**, by **Date**. A Human Resources Representative will contact you to schedule your employee orientation date.

If you have any questions, please contact **Supervisor Name, Supervisor Title** at **Supervisor Phone Number**.

I look forward to your favorable response and welcoming you to Florida A&M University  
Sincerely,

**President or VP Name**

**President or VP Title**

Anticipated Start Date: \_\_\_\_\_

Accept: \_\_\_\_\_

Decline: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_