

[Date]

[First Name, Last Name]

[Address of Candidate-optional]

Dear [Name]:

On behalf of [Unit/Department Name] at the University of Georgia, I am pleased to offer you the position of [Title]. This position has been classified as a full-time benefits eligible exempt position. Your annual salary will be [$], and you will be paid on a [biweekly/monthly] basis. Your direct supervisor will be [Name and title]. Your estimated employment start date is [Date].

Job Responsibilities

[Add position summary]

**Pre-employment Screening**

This employment offer is contingent upon completing a background investigation including a criminal background check demonstrating your employment eligibility with the University of Georgia, as determined by the University of Georgia in its sole discretion, confirmation of the credentials and employment history reflected in your application materials and, if applicable, a satisfactory credit check. Employment at the University of Georgia is subject to verification of an applicant’s identity and eligibility for employment as required by law. This offer is contingent upon verification of your employment eligibility under the terms of the *Immigration Reform and Control Act of 1986* as amended. You are asked to complete an I-9 by your third business day of employment. Persons who have been convicted of a crime may not be eligible for employment by the University System of Georgia.

[UGA Background Investigation policy](https://policies.uga.edu/policies/#/programs/S1Ohc9d56?bc=true&bcCurrent=Background%20Investigations&bcGroup=HR%20-%20Employment&bcItemType=programs)

**Probationary Period**

All newly hired staff employees in regular positions are required to serve the first 180 calendar days at the University on a probationary basis to provide the employer an opportunity to evaluate the employee's performance. During this 180-day probationary work period, an employee may be terminated at any time without the right of appeal or access to any of the procedural steps provided for in the Conduct and Dispute Resolution Policy and Grievance Procedure.

**Onboarding**

We welcome you to visit our [Onboarding & Background page](https://hr.uga.edu/Prospective_Employees/Hiring_Process_Before/) to familiarize yourself with the hiring process going forward. [Additionally, we have included the New Hire Toolkit for your convenience. In it, you will find all things UGA including benefits information-optional].

It is our hope that you will accept this written offer of employment within [Unit/Department Name].We look forward to working with you. If you have any questions, please do not hesitate to contact [Name].

Sincerely,

[Signature] [Print Name] [Title]

**Acceptance of Offer**

Please indicate your acceptance of the terms of this offer by signing the enclosed copy of this letter and returning a signed copy of the letter to me no later than [Date].

I understand and accept the terms of this position as outlined above.

Signature: [Name of Candidate][Date]