CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

Please review the information below that outlines the principal terms of your employment at the University. Your salary may be increased in the future following a process of merit review. University policy prescribes that management employees be evaluated annually. As a management exempt employee you are “at will,” serving at the pleasure of the \_\_\_\_\_\_\_\_\_ **[University Executive].**

|  |  |
| --- | --- |
| Posting/Internal Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| Supervisor | RECRUITERFNAME RECRUITERLNAME |
| Executive Division | JOBBRAND |
| Building Location | SITETITLE |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Start Date | OFFERSTARTDATE |
| Full-Time Annual Salary | $OFFERSUPER |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| New Employee Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |

The duties and expectations of this appointment are consistent with our previous discussions and remain subject to adjustment, in accordance with University policy. Specifically, **{insert specifics of teaching, research, public engagement, and service expectations}**.

I am delighted that you are willing to take on the assignment of \_\_\_\_\_\_**.**  You will be joining an outstanding group of senior academic leaders who are committed to bringing the University to the next level in academic distinction. I know you will be a valuable member of this team and I look forward to working with you to achieve all of our goals for the **[College/School, Regional Campus, Unit, Department].**

Sincerely,

RECRUITERFNAME RECRUITERLNAME

Supervisor

I ACCEPT THIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this appointment I agree to abide by all University policies including, but not limited to, the [University’s Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/) and the [State Code of Ethics](https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/).

Policies for review at <http://policy.uconn.edu>:

“Code of Conduct” Guide: <http://policy.uconn.edu/?p=140>

*Last updated November 2019*