

**New Hire  
Internal Candidate  
Job Offer Letter Sample**

(Date)

Ms. Jane Doe  
230 University Drive  
Orlando, FL 32816

Dear Ms. Doe:

Congratulations on your promotion to the position of Program Assistant in the College of Engineering, Dean's Office. Your biweekly salary will be <insert salary here> and the effective date of employment in this position is <insert date here>. Please be aware that you may be placed in probationary status if you have not attained regular status in your new class.

We are happy to have you continue as a member of the UCF team and wish you well in your new position.

Sincerely,

John Smith  
Title

Enclosure  
cc: Personnel file

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