

**OPS to Line Position
Job Offer Letter**

(Date)

Ms. Jane Doe
230 University Drive
Orlando, FL 32816

Dear Ms. Doe:

Congratulations on your appointment to the position of Program Assistant in the Career Resource Center. Your annual salary will be <insert salary here> and the effective date of employment will be <insert date here>.

Your employment is contingent upon a successful criminal background check. Human Resources will notify you immediately if the background check is not successful.

You will also be given an appointment to attend new employee orientation which covers university policies, procedures, and the benefit programs that are offered.

We welcome you to the UCF team and wish you well in your new position.

Sincerely,

John Smith
Title

Enclosure

cc: Personnel File

rev. 03/09