

A&P SAMPLE OFFER LETTER

(Add Letterhead)

Date

Candidate's Name

Address

City, State Zip

Dear Candidate's Name:

This letter serves as an offer of employment to you for the Administrative and Professional position # Number, Class/Position Title in the Department Name. Upon acceptance, your anticipated start date will be 00/00/0000 at a bi-weekly salary of \$0.00. Your appointment is not official until a Florida State University Employment Contract has been properly executed. New Employee Orientation must be completed within thirty days of the start of your employment. Your job duties and responsibilities have been discussed with you.

This offer is contingent upon you providing Florida State University with required documentation of employability and upon approval to work following successful completion of all university and statutorily required screenings, which may include a criminal history background check. Additionally, this offer is subject to the Constitution and laws of the State of Florida and the United States, the regulations of the University and the Florida Board of Governors.

The position you are being offered meets the criteria for exemption from the provisions of the Fair Labor Standards Act (FLSA Exempt); thus, you will not be eligible to receive overtime compensation.

You are advised that under Florida law, direct deposit of salary warrants by electronic funds transfer (EFT) is mandatory as a condition of employment for all new employees. Your acceptance of this offer commits you to complete the authorization form which will be provided.

Please signify your acceptance of this offer by signing in the designated place and returning to:

Return name and address

If you have any questions, please call me at 000-000-0000.

Sincerely,

Insert Name, title, and department (supervisor or higher to sign letter)

I accept this offer.

Candidate's Signature

Date

Offer Letter Tips for Hiring Departments:

- **If part-time and making less than \$844 per week (therefore the employee is Nonexempt), change the FLSA statement to:** "The position you are being offered does not meet the required salary for exemption from the provisions of the Fair Labor Standards Act (FLSA Nonexempt) due to the part-time status; thus, you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor. In the future, if your position meets the required criteria for exemption (including the required salary), you would not be eligible to receive overtime compensation."
- If the A&P appointment will be in Visiting, Acting, or Provisional status, that will need to be indicated in the offer letter with the appropriate end date.
- If being appointed at less than 1.0 FTE, indicate the FTE and hours per week in the offer letter.
- Include any post-hire requirements, such as certification, licensure, physical examination, etc. and deadlines to obtain them (as applicable) in the offer letter.
- If moving expenses have been approved, outline the terms agreed upon in the offer letter, (i.e., *"Payment of moving expenses have been approved, not to exceed \$_____. All employer-provided moving expenses are taxable income to the employee and the taxes will be deducted from your biweekly paycheck over three pay periods. Employees receiving payment of moving expenses must commit to work for the University for no less than the agreed upon contracted year in continuous pay status. If you voluntarily terminate employment with the department before 6 months, you must return the full amount of the moving expenses to the University before the termination date. Voluntary termination after 6 months and before 1 year of employment will require 50% to be returned to the University. "*).
- If a Sign-On Bonus has been approved, the offer letter should include the terms agreed upon and required payback if the employee voluntarily terminates from the University (before 6 months full amount to be paid back before termination date; after 6 months/before 1 year 50%). Reference the Sign-On Bonus Form for specifics to be included.