

SAMPLE EXECUTIVE SERVICE 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 Executive Service position # Number, Class/Position Title over the Department/Division Name. Upon acceptance, your anticipated start date will be 00/00/0000. Your annual salary of \$, will be paid at a bi-weekly rate of \$. This position reports to , and serves at the pleasure of the President. Your job duties and responsibilities have been discussed with you, and may include other duties assigned by the President. Your appointment is not official until a Florida State University Executive Service Employment Contract has been properly executed.

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. New Employee Orientation must be completed within 30 days of the start of your employment.

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,

University President, Vice President, or Associate Vice President (as applicable)

I accept this offer.

Candidate's Signature

Date

Offer Letter Tips for Hiring Departments:

- Executive Service appointments are normally at 1.0 FTE, but may not be less than 0.5 FTE. If being appointed at less than 1.0 FTE, indicate FTE and hours per week in the offer letter.
- If the Executive Service appointment will be in Visiting, Acting, or Provisional status, that will need to be indicated in the offer letter with the appropriate end date.
- Include any post-hire requirements, such as certification, licensure, 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.