

## USPS 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 University Support Personnel System 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 work schedule will be work days, work hours with *(replace this text with time allotted for lunch)* for lunch. 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.

Your job offer requires your successful completion of the University's onboarding process before your start date, which may include a criminal history background check as well as compliance with State and University requirements.

The position you are being offered does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act (FLSA Nonexempt); thus, you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor.

As a USPS employee with Florida State University, you will be required to serve a six month probationary period within the classification. Your probationary period will be six months from the date of your employment (one year for law enforcement personnel).

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 space below and returning to:

Return name and address

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

Sincerely,

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

I accept this offer.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

### Offer Letter Tips for Hiring Departments:

- **For USPS FLSA Exempt job codes 2111, 4613, 4691, and 5297**, replace the FLSA paragraph in the letter with the following: “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.”
  - **For part-time hires in Exempt Job Codes making less than \$684 per week (therefore the employee is Nonexempt)**, replace the FLSA paragraph in the letter with the following: “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.”
- Current employees being appointed into a classification in which they have already successfully completed a probationary period will not be required to serve another probationary period, and the paragraph regarding probation should not be included in the offer letter.
- If the USPS appointment will be in Emergency, Temporary, or Trainee 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 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.