



## Creating an Offer Letter Checklist and Sample

An offer letter is a formal way to extend a job opportunity to a candidate. This written format provides important details regarding the position, department, and University as well as the total compensation package. In order to maximize this formal communication, you want to include the appropriate information while reminding the candidate why UK is one great place to work. Below is a checklist of the essential components that all offer letters need to include, as well as a sample letter.

### **Checklist:**

- Position details:
  - Job Title
  - Employing Department Name
  - Terms of Appointment (Full-time, Part-time, On-Call, Temporary, etc.)
  - Exempt vs. Non-exempt
  - Duration of appointment if applicable (e.g., position is funded through a two-year grant)
  - Hours of work/work schedule (i.e. 40 hrs, 37.5 hrs, etc. / with working hours from 8:00am to 5:00pm)
- Total compensation:
  - Rate of pay and frequency of pay (biweekly/monthly)
  - Benefits (Vacation, Holiday, Retirement, Medical, Dental and Vision, etc.)
- Conditions of employment:
  - Pre-employment screening (if applicable)
  - University of Kentucky is a “at will” employer
- Candidate’s start date (tentative or firm)

### **Information to consider when developing an offer letter:**

- Do personalize your offer letter. Communicate your enthusiasm about the candidate joining your department. Share why the candidate is a good fit. Remember that you are still developing the candidate’s impression of your department and the University.*
- Do provide details on conditions of employment (if applicable, i.e. obtaining a specific certification and/or license, completing a required training, etc.).*
- Do provide relocation details (if applicable). To review the existing relocation guidelines as set by the Office of the Treasurer you may go to the following website: <http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-8.pdf>.*
- Do keep your offer letter concise. Provide details that describe the job opportunity only. Don’t go too in depth on information that is not pertinent to the candidate accepting the offer. (i.e. job requirements, I-9, parking information, etc. should be covered in future on-boarding meetings).*
- Do write the letter on department letterhead from the direct supervisor.*
- Do send the letter within 3 business days of receiving a verbal acceptance from the candidate.*
- Don’t** give an impression that this letter implies a contract (i.e. providing an annual salary, etc.)
- Don’t** give an impression that a severance package is available. Generally, severance packages are not available to University employees.

### **Suggested Enclosures**

- Department information (i.e. organizational chart, mission and values, etc.)*
- Overview of Exceptional Benefits document from UK Human Resources found at <http://www.uky.edu/HR/employ/HiringEnhancementProgram.html>*
- Job Description*

**For additional assistance, please contact a member of your HR Employment Team:  
Phone: (859) 257-2608  
E-mail: [HiringEnhancement@uky.edu](mailto:HiringEnhancement@uky.edu)**

**Sample Offer Letter:**

- *Department Letter Head* -

Today's Date

Candidate's Name  
Candidate's Address  
City, State, Zip

Dear Candidate,

My colleagues and I at the University of Kentucky have enjoyed our conversations with you and believe you would be an excellent fit in (**department name**) and the University. We were impressed with your experience and credentials and very much look forward to you joining our team.

Therefore, on behalf of the University of Kentucky, I am pleased to offer you the position of (**job title**) within the department of (**department name**). This is a (**position time status: full-time/part-time; FLSA status: exempt/non-exempt; work hours – for example: full-time, non-exempt position with working hours generally from 8:00am to 5:00pm**).

Your compensation includes a pay rate of (**\$XX/hour/bi-weekly/month**). The University of Kentucky has an exceptional benefits package. You will receive the standard paid leave benefits (temporary disability leave, vacation leave and holiday leave) available to all employees who are similarly situated. The University also generously contributes to UK employees' retirement plan, medical coverage, life insurance, and long term disability (after one year). In addition, UK offers optional dental, vision, and accidental death and dismemberment insurances, and other retirement plan opportunities. Other voluntary benefits include short-term disability, long-term care, group home and auto insurance, etc. To learn more about these benefits and many more, please visit: [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits).

**[For positions that report to the President or are grade 50 and above (campus)/grade 14 and above (Hospital) add: In addition, appointments in positions of this grade level require approval by the UK Board of Trustees.]**

As you may be aware from the application process, this offer of employment is contingent upon your successful completion of a pre-employment drug screen and/or national background check.

We are excited about the prospect of you joining us at the University of Kentucky. If the terms of this arrangement are acceptable to you, please notify me by (**one week from offer**) of your acceptance and to confirm your availability to start. **OR We have agreed on your start date, (DATE)**. I look forward to hearing from you soon. Please let me know if you have any questions.

Sincerely,

Hiring Official Name  
Department Name  
Contact Information

*In accepting our offer of employment, you certify your understanding that this is not an employment contract and your employment will be on an at-will basis, meaning your employment termination may be initiated at any time by either by you or the University in accordance with Human Resource Policy & Procedure 12.0: Separation from Employment.*