Insert Date

Name

Street Address

City, State & Zip Code

Dear Insert Name:

On behalf of North Carolina State University and the Insert Department Name in the Insert College/Division Name, I am pleased to offer you employment in the EHRA Professional (non-faculty) position of Insert Title at an annualized wage of $Insert annualized wage, which equates to an hourly rate of $Insert Hourly Rate, effective Insert Date. This is a Choose benefit status, regularly scheduled for Insert number of work hrs. hours per week, and subject to federal overtime provisions. Your anticipated work schedule will be Insert scheduled workdays (E.g. Monday through Friday), although the schedule is subject to change based on workload demands, institutional closings, staffing needs, etc. This is an “at will” appointment on Select Academic/Fiscal Year basis, with continuation or discontinuation at the discretion of the Chancellor (or Chancellor’s designee).

Insert specific responsibilities (E.g. essential job functions, moving expenses (if allowed by policy), etc.))

A general description of the position was provided to you as part of the search process. Your work performance and responsibilities will be reviewed periodically, according to established University requirements.

This appointment is contingent upon a satisfactory background check, verification of academic and professional credentials and your agreement to abide by the policies, regulations and rules of the University as adopted and as may be amended.

You may be subject to additional health and safety requirements that have been imposed at or after the time of hire, including, where applicable, those issued by NC State, the UNC System, federal or state agencies, or other collaborating agencies or organizations, and which are necessary for the performance of your duties and responsibilities. You are expected to comply with all applicable requirements for your position.

This letter and the attached Terms and Conditions of Employment constitute the full terms of your appointment and supersedes all other offers, either written or verbal, that may have been made to you. Please sign two copies of this letter and sign the last page of the terms and conditions; keep one copy for your records and return the other to me.

Please acknowledge your acceptance of this appointment by signing this letter, and the incorporated Terms and Conditions, and returning it to me by Insert Date.

Should you have questions concerning this appointment, please let me or Insert name of HR Representative know as soon as possible.

Insert a closing statement appropriate with this role

Sincerely, Approved by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Hiring Official Name, Dean, VC, Provost or Chancellor

I accept this appointment and agree to abide by the policies, regulations and rules of the University of North Carolina system and NC State as adopted and as may be periodically revised or amended.

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Printed Name Signature / Date

cc: Name, College/Division Business/HR Officer

Human Resources Information Management, Campus Box 7210