APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME:

I am pleased to offer you the position of JOBTITLE at the University of Connecticut. Please review the information below that outlines the principal terms of your employment at the University.

|  |  |
| --- | --- |
| Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| School/College/Division | JOBDEPARTMENT |
| Executive Division | JOBBRAND |
| Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Building Location | SITETITLE |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Percent Employed | JOBSUPPLEMENTARY4 |
| Start Date | OFFERSTARTDATE |
| Full-Time Annual Salary | $OFFERSUPER |

Your salary may be increased in the future following a process of merit review. University policy prescribes that management employees be evaluated annually. As a management exempt employee you are “at will,” serving at the pleasure of the \_\_\_\_\_\_\_\_\_ **[University Executive].**

The benefits available to you as a management exempt employee are established by the University’s Board of Trustees and described generally on the Human Resources [website](https://hr.uconn.edu/benefits-beyond-pay/). Please be aware that these benefits may be modified or augmented by the Board of Trustees in the future. Your benefit and retirement elections will continue unchanged. Please contact the Employee Benefits Department at benefits@uconn.edu or (860) 486-3034 should you have any questions. Your University Network Identifier, known as a Net ID, will remain the same.

The duties and expectations of this appointment are consistent with our previous discussions and remain subject to adjustment, in accordance with University policy. Specifically, **{insert specifics of position}**.

UConn is Connecticut’s only public research extensive university, a prestigious designation shared by only the nation's top higher education institutions. UConn emphasizes the discovery of knowledge through research and through the dissemination of that knowledge in learning and outreach. We have one goal: assuring the vitality and viability of the University of Connecticut for the benefit of the state and its citizens. We are delighted that you will be continuing with us in this effort.

Please indicate your acceptance of the offer electronically no later than three business days from the date you received the letter.

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

**{Supervisor’s Title}**

By accepting this appointment electronically I agree to the terms described above and to abide by all University policies including, but not limited to, the [University’s Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/) and the [State Code of Ethics](https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/).

Policies for review:

[Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/)