Department Letterhead

**[Today’s Date]**

**[Candidate’s Name]**

**[Candidate’s Contact Information]**

Dear **[Candidate Name]**,

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]**. Your experience and credentials appear to be a great match for this position, and I 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]**. This is a **[full-time/part-time] [exempt/non-exemp**t] position working **[onsite/hybrid/fully remote] [times/days]**. Please note that work location and schedule may be subject to change per UK’s work location guidelines.

Your compensation includes a pay rate of **[$XX/hour/month].** But your take-home pay is just one aspect of our exceptional benefits that makes working at UK so rewarding.

We offer a generous package of paid leave, including vacation leave, temporary disability (sick) leave and paid holidays. To help set up your financial future, UK contributes an amount equal to 10% of your salary to your retirement savings. We also cover a large portion of your health insurance and provide life insurance immediately, plus long-term disability insurance coverage after you’ve worked with us for one year.

You can also choose to enroll in additional benefits, such as dental insurance, vision insurance, additional retirement savings opportunities, UK tuition benefits for you and eligible family members, and much more. To learn more about these benefits, please visit hr.uky.edu.

Plus, being employed at UK means you will work in a rewarding environment that supports our Commonwealth every day. One principle of our strategic plan is “Taking care of our people,” which means supporting our UK colleagues so they can, in turn, take care of our students, patients and all who rely on our important mission.

This employment offer is contingent upon your successful completion of all pre-employment screening requirements and completion of final references. These requirements are comprised of a national background check and/or drug screen. Additional requirements could include health screening measures and/or a motor vehicle record check depending on your job responsibilities.

In accepting our offer of employment, you acknowledge 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 you or the university in accordance with Human Resources Policies and Procedures (as may be amended from time to time).

We are excited about the prospect of you joining us at the University of Kentucky. If the terms of this offer are acceptable to you, please notify me in writing by **[date]** of your acceptance and to confirm the next steps in your onboarding process. We look forward to hearing from you soon. Please let me know if you have any questions.

Sincerely,

**[Hiring Official Name] [Hiring Official Title]**

**[Hiring Official Contact Information]**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_