

As a hiring manager, you can help set the tone for the UK employee experience with an offer letter. An offer letter is a formal way to extend a job opportunity to a candidate. It also helps the university send a consistent message to our future colleagues and remind them why UK is a great place to work.

All hiring managers should use this guide and the sample letters that follow as a best practice whenever extending an offer.

## Checklist

- Position details
  - Job title
    - ▶ Employing department name
    - ▶ Terms of appointment (full-time or part-time)
  - Duration of appointment if applicable (e.g., position is funded through a two-year grant)
  - Work schedule including on-call schedule if applicable (e.g., 40 hours per week, 37.5 hours per week, etc. with working hours from \_\_\_\_ to \_\_\_\_ Monday through Friday)
  - Work location details – on site, hybrid, fully remote. View guidelines at [hr.uky.edu/work-location](http://hr.uky.edu/work-location)
- Total compensation
  - Rate of pay (\$ \_\_\_\_ /hour or \$\_\_\_\_/month) and frequency of pay (biweekly or monthly)
  - Whether the position is exempt or non-exempt
  - Benefits, including information outlining UK's total compensation package (retirement match, subsidized health insurance, paid leave, etc.)
- Conditions of employment
  - Pre-employment screening, if applicable
  - Statement regarding "at will" employment with verbiage from HR Policy and Procedure 12.0
- Candidate's start date (tentative or firm)
- Any offers to pay for relocation or other up-front expenses, if applicable. [Relocation guidelines](#) are included in the Business procedure Manual from University Financial Services. Please note relocation packages require specific approvals as described in the guidelines.
- Deadline date for returning offer letter, as well as signature line.

## Information to consider when developing an offer letter

- Do** personalize the offer letter. Communicate enthusiasm about the candidate joining your department, and share why the candidate is a good fit in relation to the core competencies and/or values of the department.



- Do** keep the offer letter concise while providing details that describe the job opportunity.
- Do** write the letter on department letterhead, and have the direct supervisor sign it.
- Do** keep a copy for departmental records.
- Do** list specific degrees, certifications and/or licenses that are required for employment, if applicable. Include a date for obtaining these specific degrees, certifications and/or licenses if the candidate does not currently meet the requirements. Please work with HR Employment prior to making any contingent offers.
- Don't** list an annual salary, since this may give the candidate an impression that the letter offers a yearly contract.

### Suggested enclosures

- Department information (e.g., organizational chart, mission and values, etc.)
- Overview of Exceptional Benefits document for [staff](#) or [faculty](#) from UK Human Resources
- Position description

**Offer letter UK Campus:** [hr.uky.edu/employment/forms/uk-campus-offer-letter](https://hr.uky.edu/employment/forms/uk-campus-offer-letter)

**Offer letter UK Healthcare:** [hr.uky.edu/employment/forms/uk-healthcare-offer-letter](https://hr.uky.edu/employment/forms/uk-healthcare-offer-letter)

For additional assistance, please contact a member of your HR Career Employment Team and learn more about our Employment Consultant services: <https://hr.uky.edu/ecs>.

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