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

- **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  
**Offer letter UK Healthcare:** 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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