



Creating an Offer Letter

An offer letter is a formal way to extend a job opportunity to a candidate and provides important details regarding the position, department, and university, as well as the total compensation package. In order to maximize this formal communication, you want to include the appropriate information while reminding the candidate why UK is a great place to work. Below is a checklist of the essential components that an offer letter could include, as well as a sample letter.

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 hrs./week, 37.5 hrs./week, etc. with working hours from ___ to ___ Monday through Friday)
- 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
- 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)
- Deadline date for returning offer letter by, as well as signature line.

Information to consider when developing an offer letter:

- Do** personalize 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 for the department.
- Do** keep 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** provide relocation details, if applicable. [Relocation guidelines](#) are included in the Business Procedures Manual from University Financial Services.
- 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](#) from UK Human Resources
- Position Description

For additional assistance, please contact a member of your HR Employment Team:
<http://www.uky.edu/hr/employment/hiring-officials/hiring-enhancement-program>

Sample Offer Letter:

- *Department Letter Head* -

[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-exempt]** position working **[times/days]**.

Your compensation includes a pay rate of **[\$XX/hour/month]** along with an exceptional benefits package. You will receive the regular paid leave benefits (e.g. temporary disability leave, vacation leave and holiday leave) available to all employees who are similarly situated. The university also generously contributes to UK employees' retirement plans, medical coverage, life insurance, and long-term disability (after one year). In addition, UK offers optional benefits such as dental, vision, additional retirement opportunities and much more. To learn more about these benefits, please visit: www.uky.edu/HR/benefits. Being employed at UK means you will be working in an environment that offers diverse rewards, focusing on your total well-being and career development, with leadership striving to provide a strong work-life balance.

As you may be aware from the application process, this offer of employment is contingent upon your successful completion of a pre-employment national background check and/or drug screen.

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 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: _____

In accepting our offer of employment, you certify 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 Resource Policy & Procedure 12.0: Separation from Employment.

Sample Offer Letter:



[Today's Date]

[Candidate Name]

[Candidate Contact Information]

Dear **[Candidate Name]**,

My colleagues and I at UK HealthCare have enjoyed our conversations with you, and we believe you would be an excellent fit in **[department name]**. We believe your experience and credentials will make you an asset to our team. We also believe you will help us fulfill UK HealthCare's mission and will embody its shared values of diversity, innovation, respect, compassion, and teamwork.

Therefore, on behalf of UK HealthCare, I am pleased to offer you the position of **[job title]**. This is a **[full-time/part-time]** **[exempt/non-exempt]** position working **[times/days/on-call]**.

Your compensation includes a pay rate of **[\$XX/hour/bi-weekly]** along with an exceptional benefits package. You will receive the regular paid leave benefits (e.g. temporary disability leave, vacation leave and holiday leave) available to all employees who are similarly situated. The university also generously contributes to UK employees' retirement plans, medical coverage, life insurance, and long-term disability (after one year). In addition, UK offers optional benefits such as dental, vision, additional retirement opportunities and much more. To learn more about these benefits, please visit: www.uky.edu/HR/benefits. Being employed at UK means you will be working in an environment that offers diverse rewards, focusing on your total well-being and career development, with leadership striving to provide a strong work-life balance.

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Sincerely,

[Hiring Official Name]

[Hiring Official Title]

[Hiring Official Contact Information]

Signed: _____

Date: _____

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