SAMPLE



SAMPLE

<<Date>>

<<First Name>> <<Last Name>>

<<Address>>

<<City>>, <<State>> <<Zip>>

Dear\_\_\_\_\_\_\_\_\_\_\_\_:

On behalf of Kent State University, I am pleased to offer you the position of <<**Title**>>, in the <<**Department**>>, beginning on <<**date**>>. The annual salary for this <<**nine-month, ten-month, or twelve-month**>> position is $<<**amount**>> payable semi-monthly. Should you decide to accept this offer, please return a signed copy of the enclosed Employment Agreement on or before <<**date**>>.

It is with great enthusiasm that we extend this offer to continue your career at Kent State University. We are confident that you will be successful in this role for the university. We look forward to hearing from you soon. If you have any questions, please feel free to contact me.

Respectfully,

SAMPLE

Sample Only

Senior Vice President and Provost, Interim

Enclosures (2):

Unclassified Employment Agreement; Job Description

cc: HR Records Department