

Date

Name
Street Address
City, State, Zip

Dear (Name):

As a follow up to our conversation, I am pleased to offer you the position of {title} within the {department} at the University of Illinois at Chicago. The offered position is {full-time/part-time} beginning on {date}, at a {salary/pay rate} of {\$\$\$}. You will be paid monthly.

As a full-time academic employee, you are eligible for the University's benefits program. Enclosed is a brochure describing the outstanding benefits at the University of Illinois. Beginning your first day of employment, you are eligible for many of these benefit programs. During your orientation, you will receive additional information about benefits and the campus. Enclosed are the Logon ID, password, and URL that will allow you access to the online system (NESSIE New Hire) where you may begin completing your New Hire paperwork and register for a Benefits Orientation session.

To indicate your acceptance of this offer, please sign and date below and return this letter to me at your earliest convenience. Please feel free to call me if you have any questions about the department, the university, or the terms of this offer.

Welcome to the University of Illinois at Chicago. We are delighted to have you join the university and I look forward to working with you.

Sincerely,

Enclosures

I hereby accept the terms and conditions of this offer.

(signature/date)