



Sample Offer Letter

Date

Name

Address

City, State, Zip

Dear **Candidate Name:**

Welcome to the University of Notre Dame! We are so excited for you to join our team! This letter is to confirm the position offer for the **Position Title, Department** at the University of Notre Dame.

Your employment will begin on **Date** at a starting salary of **\$ Monthly and Annual Salary**. As a member of the Notre Dame staff, you will be eligible for benefits, as outlined on the Office of Human Resources web site: <https://hr.nd.edu/benefits/> (This will need to link to the website benefits page for applicants to view.)

The offer of employment is contingent upon your successful completion of a pre-employment drug screen and a criminal background check. You will receive an email directly from HireRight to begin the pre-employment process. The results of the test will need to be received prior to your employment date.

If you intend to accept this offer, please sign a copy of this letter and return it to me via email or mail. Please note that administrative positions at Notre Dame, including the position offered to you in this letter, are “at will” positions, and this offer letter does not constitute a contract for employment.

It is with much enthusiasm that we congratulate you in joining the Notre Dame community! Please let me know if we can be of further assistance throughout your transition into your new role at the University of Notre Dame.

Sincerely,

Signature

Title

Accepted:

Signature

Date