CURRENTDATE

APPLICANTFNAME APPLICANTLNAME,

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE, APPLICANTPOSTCODE

Dear APPLICANTFNAME,

We are pleased to offer you a position with the University of North Dakota as OFFERPOSITIONTITLE in the JOBDEPARTMENT reporting to REPORTSTOFNAME REPORTSTOLNAME.

Your pay will be $ OFFERSUPER GENERIC\_SALARYRATE\_ paid semi-monthly and is subject to required federal and state deductions, and other deductions that you may authorize. The University’s regular pay day is on the 15th and last working day of each month. GENERIC\_GENERICLIST17\_

You are transferring during your initial six-month probationary period and may be subject to an additional three months of probation per the Salary Administration Policy.You are expected to fulfill the duties and expectations of your probationary period in accordance with NDUS Human Resources Policy Manual, Section 4. GENERIC\_GENERICLIST16\_

Your first day of employment in your new position will be OFFERSTARTDATE.

Please confirm your acceptance of our offer by signing and dating in the spaces provided below. Please carefully read this letter prior to signing and dating.

I congratulate you on your success!

Sincerely,

REPORTSTOFNAME REPORTSTOLNAME, REPORTSTOPOSTITLE

**To accept or decline this offer of employment, please accept within the applicant system.**

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