**LSUE SAMPLE ACADEMIC OFFER LETTER**

**USE DEPARTMENT LETTERHEAD**

*Date*

*Candidate Name Address*

*City, State, and Zip*

Dear *Candidate*:

It is our pleasure to offer you an Adjunct Instructor of Radiologic Technology position in the Division of Business Technology and Health Sciences. This is a part-time appointment at 10% effort. The term of appointment is effective September 28th, 2019 through December 19th, 2019 with an initial salary of $1800 on a monthly pay basis.

Please note that Louisiana Revised Statute 42:31 requires that all unclassified employees earning $100,000 or more annually must provide proof of a valid Louisiana driver’s license and that all vehicles titled in their name have been registered in the state of Louisiana within 30 days of hire or upon reaching that salary threshold.

Please contact me if there are any questions. This offer is contingent upon administrative approvals and satisfactory pre-employment background check. If you decide to accept this offer, indicate your acceptance below and return to me by *Date*.

I am excited about the prospect of you joining our team and I look forward to your response. Sincerely,

*Dean or Department Chair Name Department Name*

Offer accepted:

*Candidate Name*

Revised 7/15/2019