

**SAMPLE PROFESSIONAL OFFER LETTER**

**USE DEPARTMENT LETTERHEAD**

*Date*

*Candidate Name Address*

*City, State, and Zip*

Dear *Candidate*:

It is our pleasure to offer you a *Title* position in the *Department* effective *Date* at a salary of

*$Amount*. This is a full-time position on a *Pay Basis (Month*).

The employee benefits available to you are listed on the LSU Office of Human Resource Management’s website ([www.lsu.edu/benefits](http://www.lsu.edu/benefits)).

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.

*Any other agreed upon arrangements (space, Foundation account, additional staffing, expectations of incumbent, etc.).*

Please contact me if there are any questions. This offer is contingent upon administrative approvals, satisfactory pre-employment background chec,k and drug screen. 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 4/3/2019