

(Must Print on Department Letterhead)

LETTER OF OFFER

(Date)

(Name and Address of Selected Candidate)

Position Control Number: (Position #)

Dear (Name of Selected Candidate):

I am pleased to offer you the position of (Title of Position) in the Department of (Name of Department) at McNeese State University effective (Date). The (Fiscal or Academic) year salary for this position is \$(Salary). This appointment is subject to the approval of the University of Louisiana System Board of Supervisors.

Please signify your acceptance of this offer by signing, dating, and returning the original of this letter.

Sincerely,

(Name and Title of Hiring Supervisor)

Signature

Date