



REQUEST FOR OFFER LETTER

A letter extending a formal invitation of employment is requested for the following individual:

Name: _____ Address: _____

Phone Number: _____ Email Address: _____

Title: _____ Department: _____

Classification: ☐ Administration (Exempt) ☐ Staff (Non-Exempt) ☐ Graduate Assistant

Status: ☐ Full Time ☐ Part Time (<30hrs) ☐ Temporary

Position: ☐ New ☐ Replacement

Annual/Monthly Salary / Hourly Rate: _____ Account to be Charged: _____
(00-000000-00000-00)

Moving Expense Reimbursement: ☐ Yes ☐ No Amount: _____

Other Conditions of Employment:

Start Date: _____ End Date (Temps Only): _____

Initiated By: _____ Executive Administrator: _____

Director of HR: _____ VP for Administration/CFO: _____

President: _____

FOR HR USE ONLY

Position Tracking Number: _____ Received: _____ EchoSign: _____

Eligible to work in US: ☐ Yes ☐ No Pending Issues: _____

References Verified: ☐ Yes ☐ No Pending Issues: _____

Background Screening: ☐ Yes ☐ No Pending Issues: _____