Sample Offer Letter - Internal Candidates on External Funding

(ON LETTER HEAD)

Date

Name

Address

Address

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased to offer you the position of Title (Exempt or Non Exempt Grade X) in the XXXXX Department at the School of Design. Your first day of employment will be (Date). Your salary is $X per year. The work schedule for this (specify hours 35, 37.5 or 40) hour position is (time) a.m. to (time) p.m., including one hour for lunch.

Since your salary is funded by external sources, ***your position is contingent upon the continued receipt of these*** ***funds***. You will be supported on (*insert grant name)*, to be paid in accordance with the payroll schedules of the University of Pennsylvania. Continuation of your position is dependent, in part, upon availability of funding and your successful meeting of the established performance expectations for this position.

Expected Deliverables

A University staff member, transferring from one University position to another, is subject to [Human Resources Policy 117](http://www.hr.upenn.edu/Policy/Policies/117.aspx), Internal Hire (formerly Transfer Policy). In accordance with this policy, if a staff member’s performance does not meet departmental standards during the first 90 calendar days in the new position, the staff member may be placed on probation. During this period you will receive guidance on performance expectations and your progress at meeting these expectations will be monitored.

We hope that you find your experience at Penn in the (School/Center/Department) both rewarding and pleasant. We are happy that you have decided to join our staff.

Sincerely yours,

Supervisor’s Name,

Title

*My signature below indicates my acceptance of this appointment and my understanding that the continuation of the position is dependent, in part, upon continued satisfactory performance. I acknowledge that my employment is at will, that this is not an employment contract, and that my position may be terminated at any time for unsatisfactory performance, misconduct, or for other reasons.*

*My signature below also indicates that as an employee of the University, I am placed in a position of confidence and trust. My appointment may give me access to confidential information, and unauthorized disclosure of this information would cause irreparable damage to students, staff, faculty, alumni, patients, affiliates, agents and contractors of the University. In accepting this position, I agree that during and after my employment with the University, I will not use or disclose any confidential information except as may be necessary and appropriate in fulfillment of my duties, and I further agree to maintain the confidentiality and security of University information in accordance with University information-security policies as they may be amended from time to time. I also agree to maintain the confidentiality of my password for all systems that I use to access confidential information.\**

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[Staff Member’s Name] Date

*\*Should you have any questions regarding appropriate use, disclosure and protection of confidential information, please contact Penn’s Chief Privacy Officer or Information Security Officer.*