

SAMPLE OFFER LETTER

[Date]

[Candidate's Name]

[Address]

[City, State, Zipcode]

Dear [Candidate's Name]:

On behalf of Columbus State University, I am pleased to offer you the position of [title], in the Department of [name of department]. The monthly salary for this position is [\$ Amount], (\$ Amount annualized) effective [date].

Columbus State University provides a full range of benefits in which you will be eligible to participate under the terms and conditions of the plans.

We greatly look forward to having you join Columbus State University and become a member of our team. If you have any questions, please do not hesitate to call me at [Phone Number] or a representative from the Human Resources Office at (706) 568-2005.

Sincerely,

[Hiring Authority's Name]

[Title]

[Department]

Columbus State University

cc: Human Resources Office