

USE DEPARTMENT LETTERHEAD

Subject Line: LETTER OF INTENT - NextSource

Date of Letter
Candidate Name
Home Address
City, State, and Zip

Dear [Candidate Name]:

Out of State positions are onboarded via our Employment of Record partner, nextSource. Therefore, the official Assignment Information Letter requiring signature will be sent by the nextSource onboarding team. It is our pleasure to offer you a [Title] position in the [Department] of _____ teaching [course], [reference number], [session] (if applicable) via employment through nextSource. The appointment is effective on [Date] and ends on [Date] (if applicable) at an annual salary of \$[Amount], paid on a monthly, fiscal year basis. The appointment starts on [Date] and ends on [Date]. (if applicable)

This offer is contingent upon administrative approvals, completed onboarding documents with the nextSource onboarding team, a satisfactory pre-employment background check, [MVR] (if required), [drug screen] (if required), [physical] (if required), and [credit check] (if required).

Employment is also contingent upon submission of official transcripts of the highest qualifying degree. If your degree was earned outside of the United States, a credential evaluation will be required at your own expense in addition to official transcripts.

In compliance with the Immigration Reform and Control Act of 1986, all offers of employment are also conditioned upon the receipt of satisfactory evidence of an employee's authorization to work in the United States. Any employee with an expiring work authorization must renew the authorization or the employee will be considered to have voluntarily resigned.

I am excited about the prospect of you joining our team. Please contact me if there are any questions.

Sincerely,

[Dean or Department Chair Name]
[Department Name]