

SAMPLE INTENAL OFFER LETTER

Date of Offer

Candidate Name

Home Address

City, State, and Zip

Dear **Candidate:**

It is our pleasure to offer you the **Position Type/Title** position in the **Department** at Louisiana State University (LSU) with an effective date of **(Start Date)**. **IF TEMPORARY, include language from Appendix A.**

This position has an annual salary of \$**(Salary amount)** paid monthly. There will be no change to your current benefits, though calculation of premiums may change if your pay group or pay frequency has changed. With this change in employment, your retirement plan may be impacted. Consider contacting a member of your benefits team upon review of your change in employment. For your reference, the employee benefits available to you can be found on the LSU Office of Human Resource Management's website (lsu.edu/benefits or lsu.edu/retirement). **DELETE: *RELOCATION CANNOT BE OFFERED TO INTERNAL CANDIDATES AS PER [FASOP HR-04](#)***

Please note that Louisiana Revised Statute 42:31 requires that all unclassified employees earning \$100,000 or more annually must provide proof of a valid Louisiana driver's license and that all vehicles titled in their name have been registered in the state of Louisiana within 30 days of hire or upon reaching that salary threshold.

This offer is contingent upon administrative approvals, and a satisfactory pre-employment background check **(if there has been a break in service)**, MVR **(if required and not previously run)**, 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. Also, your appointment will be contingent upon your receiving and maintaining valid visa status (if applicable).**

We are very excited that you are continuing your LSU employment with us as a member of the **(Department)**! I know that you will bring energy, leadership, and creativity to every aspect of this position. If you need any assistance, please contact **(contact information)**.

Sincerely,

Dean or Department Chair Name

Department Name

Offer accepted: _____
Candidate Name **Date**

Appendix A

For temporary employment, use appropriate language for type of employment as referenced below:

| A. Annual Contracts/Defined Term Contracts | B. True Temporary |
|--|--|
| <p>The term of appointment is effective Start Date through End Date. While your initial appointment is for a defined term, the expectation is that your employment with LSU will continue, subject to funding availability and/or satisfactory job performance.</p> | <p>The term of appointment is effective Start Date through End Date. Please note that your appointment is for a defined term without an expectation of permanent employment.</p> |
| <p>Instructor General Librarian Assistant, Associate, Full Librarian Postdoctoral Researcher Senior Postdoctoral Researcher Research Associate Teaching Associate Library Associate Assistant, Associate, Full Professor of Clinical Practice Instructor, Assistant, Associate, Full Professor of Research or Extension Assistant, Associate, Full Professor of Professional Practice Assistant, Associate, Full Professor Assistant, Associate, Full Professor Full-Time Affiliate Professional in Residence Assistant, Associate, Full Curator Assistant, Associate, Full Agent</p> | <p>Adjunct Instructor, Assistant, Associate, Full Professor 2 Year Postdoctoral Researcher 2 Year Intern Intern Resident Visiting Instructor, Assistant, Associate or Full Professor Graduate Assistant Student WAE Transient Any other position with the exception of those in column A that has an end date.</p> |