

SAMPLE TEMPORARY OFFER LETTER FOR POSTED POSITION

June 15, 20xx

Ms. Debra Compton
111 Clark Avenue
Chicago, IL 00000

Dear Debra:

I am pleased that you have accepted our offer of temporary employment to do the following: _____. Your appointment will begin on _____, 20xx and end on _____ (date). Your base hourly rate will be _____ per hour. This position is non-benefits eligible.

Any offer of temporary employment is contingent upon the successful completion of a Criminal Background Check (CBC). Based on the results of the CBC, an offer may be rescinded. Enclosed is a FCRA Summary of Rights and Disclosure/Criminal Background Check Authorization form. Since you may not begin employment with UM-St. Louis until Human Resources is in receipt of a completed CBC, please **complete and return the Disclosure form by mail or in person to the address indicated within 24 hours of receipt.**

On ____ (day), ____ (date), you should report to the UM-St. Louis Human Resources Department to complete your necessary employment paperwork. The Human Resources Department may be contacted at 314-516-5805 and is located in the General Services Building, Room 211.

Please note: You will need to bring with you on your first day documentation that verifies your identity and eligibility to work in the United States. (Employees usually provide a driver's license and Social Security card, or substitute a passport.) To be placed on payroll, you must bring your Social Security card or a record that you have applied for one, and you should bring documentation necessary to sign up for mandatory payroll direct deposit (i.e. a voided check for a checking account or a deposit slip for a savings account).

Normal office hours are 8:00 a.m. to 5:00 p.m., with one hour for lunch. However, department schedules may vary. As a temporary worker, you will be required to submit a Bi-weekly Payroll Time Record. If overtime is required, we will try to give you as much advance notice as possible.

When you are finished in Human Resources, come to my office where we will discuss your specific responsibilities and, in general, orient you to the _____ department. Again, I am very much gratified by your acceptance of our offer, and I look forward to seeing you on _____. In the meantime, if you have any questions or concerns, feel free to call me at _____.

Sincerely,