



IUPUI

OFFICE OF ACADEMIC AFFAIRS

THE IU COUNSEL'S OFFICE REQUIRES THE GREEN-HIGHLIGHTED LANGUAGE TO BE PART OF ALL NON-TENURE-TRACK OFFERS UNTIL FURTHER NOTICE. (THE REMAINDER OF THE LETTER IS A STANDARD LETTER FOR STAFF HIRES.)

[Insert Date here]

[Mr./Ms. Employee Name]

[Address Line 1]

[Address Line 2]

Dear [Name]:

I am pleased to offer you the position of [job title] in the [office name], beginning [start date]. Your annual salary will be \$XXXXXX, and includes all commensurate university benefits. The university has a generous benefit package. A summary of benefits can be found at <http://hr.iu.edu/employment/benefits.html>.

Please also be aware that this offer does not create, nor is it intended to create, a promise or representation of continued employment. This letter does not constitute a contract of employment or binding agreement, and your employment with [office name] will be at will, in accordance with standard university human resource policies.

Further, please note that the university can, in its sole discretion, rescind this offer at any time, if the university determines that COVID 19 pandemic impact on our institution or related financial exigencies require such rescission. In addition, this offer is contingent on final administrative approval and the university's verification of your credentials and other information as required by law, satisfactory completion of a background check, and your production of the federally required documentation indicating that you are a U.S. citizen, a permanent resident of the United States, or you are otherwise legally authorized to work in the United States for the period of this appointment.

Please confirm your acceptance of this offer by signing this letter and returning it to me at your earliest convenience. Please feel free to contact me if you have any questions regarding the position or this offer of employment.

Sincerely,

[Supervisor Name]

[Supervisor Title]

[Office Name]

I agree to the terms of this letter: _____
[Employee Name] Date

For questions related to faculty affairs, please contact the
IUPUI Office of Academic Affairs team at acadhr@iupui.edu