

**SAMPLE LETTER OF OFFER  
TIME-LIMITED TEAMS EXEMPT EMPLOYEES**

DATE

Name  
Address

Dear \_\_\_\_\_:

This letter is to formally offer you the position of <title> position <# 0000000>, in the <Department> at the University of Florida. This appointment, which is to a full-time, time-limited, TEAMS Exempt position with a starting annual salary of \$<XXXXXX>, is effective <date>.

Pursuant to University Regulations, your appointment is renewable annually at the discretion of the University. In accordance with University of Florida rule 6C1-3.054, funding for this position is time-limited and may be eliminated or reduced as a result of conditions beyond the control of the University of Florida, which may result in termination of your employment.

As discussed during your interview, the principal duties and responsibilities assigned to this position are <job duties from position description here>. To accept this position, please sign and return this letter to my office or provide me with a separate letter of acceptance.

Under the Immigration Reform and Control Act of 1986, the University of Florida is required to verify the identity and work authorization of all new employees. As a federal contractor, the University of Florida also participates in E-Verify, the federal on-line verification system.

To comply with these requirements, on or before your first day of employment, you must complete Section 1 of Form I-9. Additionally, you must present documents that verify your identity and work authorization within the first three business days of your start date. Should you fail to provide the appropriate documentation by the end of the third business day as required by law, you will be terminated until you can provide such documentation.

You are eligible to participate in the benefit and retirement programs offered by both the University of Florida and the state of Florida. Enrollment in insurance programs is not automatic; you must enroll within 60 days of your hire date to be covered. If you have received a pension or distribution of employer contributions, including a rollover, from a retirement plan administered by the State of Florida, you are not eligible to participate or renew membership in a State of Florida retirement plan. Details about benefits and retirement may be obtained by attending new employee orientation or calling University Benefits and Retirement (352) 392-2477.

Full-time TEAMS employees earn 6.769 hours of vacation leave and 4.00 hours of sick leave on a biweekly basis. In addition, you will receive ten paid holidays each year as well as four personal leave days to use between December 26 and December 31.

The staff of <Department> and I are delighted to have the opportunity to work with you. Should you have any questions, please let me know.

Sincerely,

Name  
Title

I understand and accept the conditions of this appointment as outlined above.

---

Authorize charter officers to hire regular employees in specific positions for a specified length of time with the understanding that the individual may no longer be hired in those specific positions at the end of the specified time period. The employee selected for such a position shall sign acknowledgement of said understanding. This authorization would apply to existing and newly created job classifications and pay grades and would require a competitive process.