

ment and Academic Development Committee of the Faculty Senate has

The Student Academic Deve

11/10/15

Dear Mr. [Name],
I am pleased to inform you that your application for the position of [Title] has been reviewed and your qualifications have been found to be excellent. We are pleased to offer you the position of [Title] effective [Date].
The position of [Title] is a full-time, permanent position. The salary for this position is \$[Amount] per year. The position is located in the [Department/Office].
We are pleased to offer you the position of [Title] effective [Date].
If you have any questions, please contact [Name] at [Phone Number].

Very truly yours,

[Name]

[Name]
[Title]
[Department/Office]
[Address]
[City, State, Zip]

Chancellor's / Provost's Office
[Address]
[City, State, Zip]