

Date

Name
Address
Address

Dear **Name**:

It is my pleasure to extend the following offer of employment to you on behalf of Northern Kentucky University. We are thrilled that you share in our vision of being a nationally recognized, student-ready, regionally-engaged university that empowers learners for economic and social mobility. We will do this while promoting a culture of excellence, acting with integrity, fostering a community of belonging, working with creativity and innovation, and maintaining a climate of collegiality.

In your role as **(enter** **Position Title)**, you are expected to ensure that students who interact with you and your staff have a high-quality experience that supports the vision of the institution. Should you accept this contingent offer, your continued employment will require both satisfactory job performance, compliance with existing and future university and departmental policy.

This offer is contingent upon successful completion of the pre-employment process for a start date of **(enter** **Date)**.

**Salary:** The salary for this position is **$ per month/hour**, which is equivalent to **$** on an annual basis.

**Benefits:** NKU offers employees a comprehensive benefits package that includes health coverage, disability and life insurance. You can review these benefits at <https://inside.nku.edu/hr/benefits.html>. Medical coverage begins first of the month after 30 days.

**Retirement**: The University has a 403(b) defined contribution plan through TIAA-CREF.  The university contributes 10% of salary each pay period and the participant contributes 5%.  Participation in the plan is mandatory following 90 days of employment, for members that have previously contributed to a TIAA-CREF retirement plan, participation may begin immediately.

**Vacation Time:** Vacation is accrued at a rate equivalent to 20 days/annually.

You will receive several emails from Human Resources regarding new hire paperwork. Please click [here](https://inside.nku.edu/hr/employment/facultystaffnewhire.html) for more detailed new hire information.

**(Enter Name),** we are excited to have you join us. Please feel free to contact me with any questions.

Sincerely,

(enter Manager Signature)