

**SAMPLE OFFER LETTER – MSP**

Dear :

It is my distinct pleasure to offer you the position of \_\_\_\_\_ with the University of California Office of the President. The appointment will commence on \_\_\_\_\_ at an annual compensation of \$\_\_\_\_\_. This is a career appointment at the Management and Senior Professional level, graded at MSP \_\_\_\_\_. As a career **or** [limited] **or** [contract] employee with the University you will be eligible for full **or** [limited] employee benefits. Information on UC Benefits may be found online at: <http://atyourservice.ucop.edu/>.  
[Include as needed: This offer is contingent on successful completion of background and fingerprinting checks.]

I look forward to your acceptance of this offer and to having you join our team. I can assure you that the position of \_\_\_\_\_ will offer many challenges and many rewards as well.

Please sign and return a copy to verify your acceptance of the position.

Sincerely,

Hiring Authority

cc: Human Resources Analyst/Recruitment File

**Accepted:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date