**INSTRUCTIONS:** This is the draft letter of offer for **Temporary** **Professional Staff** positions. Please feel free to add language to this letter to customize for your department needs. The words in red will need to be updated based on the specifics of your hire. Please remove these instructions prior to printing the letter.

<Date>

<Name>
<Address Line 1>
<City, State Zip>

Dear <Name>,

We are pleased to offer you the temporary position of <Position>. The hourly rate is <$>. This position will end no later than <Date>. This position will work approximately <# of hours> hours per week.

Employees who work less than ½ time or less than 6 months are not eligible for benefits. For more information regarding benefits please contact Human Resources at 360-650-3774.

This position is considered a Professional Staff <non-exempt/exempt> position for purposes of federal wage-hour law, which means that you <will/will not> be eligible for overtime. Either you or Western Washington University may terminate your appointment at any time with or without cause. Although other terms and conditions can be changed from time to time by written agreement, the at-will status of your employment cannot be changed, amended, or altered.

Your first day of employment is scheduled to begin on <Date/Time> at <Location>. <For new hires/re-hires add the following language: We welcome you to visit Human Resources’ [New Hire Paperwork website](https://hr.wwu.edu/new-hire-paperwork) (https://hr.wwu.edu/new-hire-paperwork), for information on how to complete your new hire paperwork. Once your paperwork is successfully completed, you may begin your position.

Please be advised that parking permits are required on Western’s campus. For information regarding parking or bus passes please call 360-650-2945 or go to [www.ps.wwu.edu](http://www.ps.wwu.edu). Relocation resources and information about the Bellingham community is available online at <http://www.wwu.edu/hr/newemployee.shtml>.

This offer of employment is contingent upon a complete background check satisfactory to the University and your ability to meet federal employment eligibility requirements including possession of a social security number.>

I, as do the rest of the staff, look forward to your joining our team. Your role is critical in fulfilling the mission, vision and values of Western Washington University. We want to make sure you have the tools you need to be successful, if you have any questions or need assistance beforehand, please do not hesitate to contact me at 360-650-XXXX.

If you accept the terms of this offer, please sign below and return this letter to me at the above address no later than <Date>.

Sincerely,

Hiring Authority Name

Title

**I accept the terms of this offer.**

Signature Date