Date

Candidate’s Name

Address

City, State Zip

Dear Employee’s Name,

On behalf of Wayne State University, Division, Department, it is with great pleasure that I offer you the position of Job Title at an annual salary of $00,000 per 12 month year.

This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are

unsatisfactory, this offer shall be revoked.

As part of this process, you will receive an e-mail invitation with instructions from A-Check America, Inc. to complete the background screening application. Attached you will find a document with directions on how to begin the background process. Please note, you have been given 72 hours to complete the background screening application.  Once the background process has been completed, you will be contacted with further instructions.

This position reports to Name, Title and Department, and serves at the pleasure of the President or his designee. This appointment is expected to become effective Date or any mutually acceptable date thereafter.

This position carries a substantial and valuable package of fringe benefits. In anticipation of your acceptance of this offer, please contact NAME at (313)577-XXX to facilitate the timely processing of your appointment and any related benefits.

Federal law requires an employee to provide evidence of identity and employment authorization. In order to do that, the employee must appear in person to complete the U.S. Government Form I-9, Employment Eligibility Verification, and provide acceptable documents that verify eligibility to work in the United States. Completion of Form I-9, Employment Eligibility Verification must take place no later than three days of the start date of service to the University. Wayne State University is an E-Verify employer and an additional query will be submitted to the E-Verify system to complete the employment eligibility process.

Employees of Wayne State University may present their documents for employment eligibility verification during orientation as long as they have first completed Section 1 of the Form I-9, which may be done by logging on to [www.newi9.com](file:///\\www.newi9.com\). Instructions for the completion of Section 1 of the Form I-9 using I-9 eXpress are attached. Please do not complete Section 1 until you are notified that you have cleared the background check.

The personnel policies that apply to this position’s classification are covered in the Wayne State University *Personnel Manual for All Non-Represented Employees* (Non-Rep Manual) and can be found at <http://www.hr.wayne.edu/hr/document/nrmanual.pdf> .

In compliance with the Clery Act, the University publishes its Security and Fire Safety Report annually. This document is posted on the Wayne State University Police Department website, [www.police.wayne.edu/](http://www.police.wayne.edu/), on the Dean of Students Office website, [www.doso.wayne.edu/](http://www.doso.wayne.edu/), and on the Office of the General Counsel website, [www.generalcounsel.wayne.edu/](http://www.generalcounsel.wayne.edu/). It can be downloaded from any of these three sites.  Please take a few moments to read it carefully.

We are confident your association with the University will be a mutually exciting and beneficial one. You may indicate acceptance of this contingent offer by signing this letter and returning it to NAME, at your earliest convenience.

Sincerely,

Name

Title

Division

cc: If needed

I accept the terms and conditions as stated above.

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Candidate’s Name Date