

**Sample offer letter - Internal candidates not on grant funding**

NOTE: The hiring officer may add additional comments to help personalize the letter.

Date

Name  
Address

Dear \_\_\_\_\_:

We are pleased to welcome you to (Name of Department or Office) at the University of Pennsylvania. Your first day of employment will be (date). Your job title is (University Job Title) and your salary is \$\$\$\$ per hour (month). Continuation of your position is dependent, in part, upon your successfully meeting the established performance expectations for this position and upon the University’s completing its review of your references, background checks (if required) and records.

All University staff transferring from one University position to another are subject to Human Resource Policy 117, “Internal Hires” (formerly Transfer Policy). In accordance with this policy, if a staff member’s performance does not meet departmental standards during the first 90 calendar days in the new position, the staff member may be placed on probation. During this period you will receive guidance on performance expectations and your progress at meeting these expectations will be monitored.

We hope that you find your experience at Penn in the (School/Center/Department) both rewarding and pleasant. We are happy that you have decided to join our staff.

Sincerely yours,

Supervisor’s Name,  
Title

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My signature below indicates my acceptance of this appointment and my understanding that the continuation of the position is dependent, in part, upon continued satisfactory performance. I acknowledge that my employment is at will, that this is not an employment contract, and that my position may be terminated at any time for unsatisfactory performance, misconduct, or for other reasons.

My signature below also indicates that as an employee of the University, I am placed in a position of confidence and trust. My appointment may give me access to confidential information, and unauthorized disclosure of this information would cause irreparable damage to students, staff, faculty, alumni, patients, affiliates, agents and contractors of the University. In accepting this position, I agree that during and after my employment with the University, I will not use or disclose any confidential information except as may be necessary and appropriate in fulfillment of my duties. I also agree to maintain the confidentiality of my password for all systems that I use to access confidential information.\*

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[Staff Member’s Name]

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Date

*\*Should you have any questions regarding appropriate use, disclosure and protection of confidential information, please contact Penn’s Chief Privacy Officer or Information Security Officer.*