**LETTERHEAD**

Dear \_\_\_\_\_\_\_\_,

I am pleased to offer you the contract/career (permanent) position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the Department/Center of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Luskin School of Public Affairs, effective **DAY OF THE WEEK, MONTH DAY, YEAR**. The official UCLA payroll title for this position is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (title code: \_\_\_\_\_\_), which is at Grade \_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ series and is covered by Personnel Policies for Staff Members (PPSM). Your monthly salary will be $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ equating to $\_\_\_\_\_\_\_\_\_\_\_\_\_ per annum, plus the complete University of California benefits package.

Employment is contingent upon successful completion of a background check. If you have had one in the last two years, repeat will not be necessary.

If you have any questions regarding this offer, please do not hesitate to contact me at 310-\_\_\_\_\_\_-\_\_\_\_\_\_\_. On behalf of the Department/Center of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I look forward to working with you.

Sincerely,

NAME

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

 \_\_\_\_\_\_\_\_\_\_ (date)

cc: Pamela Harris, Director

 Personnel File