

**SAMPLE LETTER OF OFFER FOR
LSU AGRICULTURAL CENTER UNCLASSIFIED POSITIONS**

Date _____

Dear _____:

I am pleased to offer you the position of _____ (*Title*) in the _____ (*Unit*) of the LSU Agricultural Center. The starting salary is \$_____ with a start date of _____.

As an employee of the LSU System, you will be required to familiarize yourself with and comply with the policies and procedures governing the faculty and staff of the LSU Agricultural Center.

Please note that I have enclosed a booklet which explains the employee benefits requirements and options available to you. This booklet is provided to ensure that you have accurate information regarding our benefits program. Please contact our Human Resource Management Office (HRM) if you have questions about this program. If you accept this offer, please sign below and return this letter as soon as possible. The HRM Office will contact you about completing your employment forms.

I await your favorable response. Please do not hesitate to call me if you have questions.

Sincerely,

Unit Head

c: AgCenter HRM Office

I ACCEPT THE POSITION OFFERED ABOVE IN ACCORDANCE WITH THE TERMS STATED AND ALL APPLICABLE POLICIES AND REGULATIONS.

Signature _____ Date _____