Letter of Offer from Supervisor – Academic Hourly

**CONFIDENTIAL**

Date:

Name:

Address:

Dear [name],

I am pleased to offer you an appointment as an academic hourly employee in unit name at an hourly salary of [$X].

This offer is contingent upon your successful completion of a criminal background check process in accordance with the University of Illinois Background Check Policy. Following your acceptance of this offer, you may receive an email from HireRight Customer Support, noreply@hireright.com. The background check process will not begin until you provide authorization by responding to the email from HireRight Customer Support, noreply@hireright.com. Please respond promptly to this request. You can find the University policy, the Urbana campus Guidelines for Implementation of the Background Check policy and a set of Frequently Asked Questions (FAQ’s) at [Background Checks](http://humanresources.illinois.edu/job-seekers/background-checks.html).

Please know that if you are not already employed on campus, you will be required to document eligibility for employment as required by the Immigration Reform and Control Act of 1986 (I-9 form) on or before your first day of work. Note that no work can be performed prior to completion of the criminal background check process and, if required, the I-9 form.

As we discussed, the proposed starting date for this position is [month] [day], [year] or as soon as possible after completion of the criminal background check process.

Please return a signed copy of this offer or provide email acceptance of this offer to [insert email] by [date].

Sincerely,

[Supervisor Signature]

I, [Name], accept the above offer.

Signature

Date: