

A&P SAMPLE OFFER LETTER

(Add Letterhead)

Date

Candidate's Name

Address

City, State Zip

Dear Candidate's Name:

This letter serves as an offer of employment to you for the Administrative and Professional position # Number, Class/Position Title in the Department Name. Upon acceptance, your start date will be 00/00/0000 at a bi-weekly salary of \$0.00. Your appointment is not official until a Florida State University Employment Contract has been properly executed. [New Employee Orientation](#) must be completed within thirty days of the start of your employment. Your job duties and responsibilities have been discussed with you.

Insert FLSA status paragraph here—see options below.

You are advised that under Florida law, direct deposit of salary warrants by electronic funds transfer (EFT) is mandatory as a condition of employment for all new employees. Your acceptance of this offer commits you to complete the authorization form which will be provided.

Please signify your acceptance of this offer by signing in the designated place and returning to:

Return name and address

If you have any questions, please call me at 000-000-0000.

Sincerely,

Insert Name, title, and department (supervisor or higher to sign letter)

I accept this offer.

Candidate's Signature

Date

Offer Letter Tips for Hiring Departments:

- **FLSA Status Paragraph** – Include one of the following paragraphs in the letter, as appropriate. (Refer to the Job Classification Specifications to determine if the position is Exempt or Nonexempt. If part-time, also refer to salary test.)
 - **For FLSA Exempt employees:** “The position you are being offered meets the criteria for exemption from the provisions of the Fair Labor Standards Act (FLSA Exempt); thus, you will not be eligible to receive overtime compensation.”
 - **For FLSA Nonexempt employees:** “The position you are being offered does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act (FLSA Nonexempt); thus, you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor.”
 - **For part-time hires in Exempt Job Codes making less than \$913 per week (therefore the employee is Nonexempt):** “The position you are being offered does not meet the required salary for exemption from the provisions of the Fair Labor Standards Act (FLSA Nonexempt) due to the part-time status; thus, you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor. In the future, if your position meets the required criteria for exemption (including the required salary), you would not be eligible to receive overtime compensation.”
- If the A&P appointment will be in Visiting, Acting, or Provisional status, that will need to be indicated in the offer letter with the appropriate end date.
- If being appointed at less than 1.0 FTE, indicate the FTE and hours per week in the offer letter.
- Include any post-hire requirements, such as certification, licensure, physical examination, etc. and deadlines to obtain them (as applicable) in the offer letter.