**-- SAMPLE LETTER --**

**NEW HIRE INTO A PROFESSIONAL STAFF POSITION**

TO:

SUBJECT: Your UW Offer Confirmation Letter

Welcome to the University of Washington! We are pleased you have accepted our offer of employment as Business Title at the Department Name. Your job profile title is Job Profile.

The UW is one of the world’s preeminent public universities. We are committed to innovation, providing a leading-edge student experience, advancing social equity, and affecting lives through research excellence. We look forward to your future contributions toward improving lives in our community and beyond.

**Here are the important details about your position:**

* Your position is a professional staff position.
* Your compensation grade is \_\_\_\_\_.
* Your starting salary is $\_\_\_\_\_ per month on a \_\_\_\_\_ month per year basis starting \_\_\_\_\_.
* Your position is \_\_\_\_\_ (select one – overtime eligible or overtime exempt).

In this position you will be reporting to \_\_\_\_\_ and the general scope of your responsibilities will include \_\_\_\_\_. These responsibilities may change consistent with business needs.

All professional staff positions are at the will and pleasure of the employing official, and subject to the overall requirements of the University and the satisfactory performance of each employee. There is no probationary period, nor attainment of permanent employment status for persons employed in professional staff positions. Your offer of employment is contingent upon obtaining a satisfactory criminal conviction history background check, sexual misconduct declaration and sexual misconduct reference check.

As a professional staff employee you will be eligible for salary increases based upon your performance. The amount available for salary increases and their timing are established by the University, based upon authorization from the Washington State Legislature. You can view complete Professional Staff Program information online: [hr.uw.edu/professional-staff-program/](http://hr.uw.edu/professional-staff-program/).

**Time off, benefits and retirement savings plan**

As a professional staff employee you will be eligible for sick time off, vacation time off, and paid holidays. You will also participate in your choice of either the University of Washington Retirement Plan (UWRP) or the Public Employee’s Retirement System-3 (PERS3), and have an opportunity to enroll in a variety of medical and other insurance plans.

The UW provides generous insurance benefits, including a choice of medical and dental plans for you and your family.Enrollment in your chosen plan must occur during your first 31 days of eligibility to ensure you have the widest range of available options. Unless you elect insurance coverage during your first 31 days, you will be enrolled by default into the Uniform Medical and Uniform Dental plans. You are also eligible to participate in the UW Retirement Plan or the Public Employee’s Retirement System-3. Details concerning these plans will be provided during your Benefits Orientation session.

We sincerely look forward to you joining our team at the UW. Please let me know if you have questions.

Sincerely,

Signature of Employing Official