



Offer Letter Template Grid

Offer Letter Templates for Regular New Employees or Rehires	
AMP Regular Offer Letter	This template is used for new hires or rehires for regular AMP positions
Support Personnel Regular Offer Letter	This template is used for new hires or rehires for regular SP positions
OPS Conditions of Employment Form	This template is used for new hires or rehires for OPS and Student positions
Offer Letter Templates for Current Employees	
AMP Offer Letter – Internal Only	This template is used when a current AMP employee is hired into a different AMP position
Support Personnel Offer Letter – Internal Only	This template is used when a current SP employee is hired into a different SP position
SP to AMP Offer Letter	This template is used when a current SP employee is hired into an AMP position
Temp/Student to AMP Offer Letter	This template is used when an OPS/Student employee is hired into an AMP position
Temp/Student to SP Offer Letter	This template is used when an OPS/Student employee is hired into an SP position
Misc. Offer Letter Templates	
AMP Time Limited Offer Letter	This template is used for new employees hired into AMP time-limited or grant funded positions
SP Time Limited Offer Letter	This template is used for new employees hired into SP time-limited or grant funded positions
Acting Offer Letter	This template is used for new employees or ops/student employees hired into a position as Acting
Interim Offer Letter	This template is used for current employees hired into a position as Interim
Provisional Appointment Offer Letter	This template is used for new employees hired as provisional contingent upon the completion of required training/certifications

Offers of Employment:

All offers of employment are contingent upon the successful completion of a background check and verification of education.

Faculty and Postdoctoral Offer Letters:

The Provost Office maintains faculty offer letters. The Postdoc Affairs department in the Division of Research maintains postdoctoral offer letters

Moving Expenses verbiage for AMP/SP Offer Letters: Moving Expenses are a Taxable Benefit and required language should be added to offer letters for AMP/SP hires with moving expenses: [Link to moving expense language:](#)

To facilitate your move, the (DEPARTMENT NAME) will pay up to (AMOUNT OR NUMBER OF POUNDS – MAX of \$/15,000lbs) in moving fees, subject to the limitations of FAU Personnel Policies, using an FAU approved moving company. There is a cap to this taxable benefit and restrictions on moving costs that may be reimbursed. General information on this taxable benefit and qualified versus non-qualified moving expenses may be viewed via the following links: <https://www.fau.edu/controller/purchasing/moving-expenses/>. Any additional insurance above that which is included in the state contract with the moving company will be your responsibility. In turn, you agree to remain employed by the (DEPARTMENT) for (NUMBER OF MONTHS AGREED UPON BY DEPARTMENT AND CANDIDATE) from your start date. If you leave (DEPARTMENT)'s for any reason before (NUMBER OF MONTHS) months of employment, you agree to reimburse the (DEPARTMENT) for the moving expenses on a prorated basis. It is your responsibility to remit the prorated moving expenses to the University before your last day of employment. Failure to do so is construed as your agreement to have the prorated amount deducted from your final paycheck.