**(DATE)**

**(EMPLOYEE NAME)**

**(EMPLOYEE ADDRESS)**

Dear (**Mr./Ms. EMPLOYEE NAME)**:

(**AMP POSITIONS)** I am pleased to offer you an Interim appointment to the position of (**CLASS TITLE**), in the (**DEPARTMENT NAME**) at Florida Atlantic University, (**CAMPUS LOCATION**). This offer is contingent upon the successful completion of a background check and verification of education. The effective date of your appointment in this exempt position will be **(DATE)** at an annual salary of **($—),** to be paid bi-weekly. A factor of 26.1 is used to annualize the biweekly salary. This position is classified as Administrative, Managerial and Professional (AMP).

(**SP POSITIONS)** I am pleased to offer you an Interim appointment to the position of (**CLASS TITLE**), in the (**DEPARTMENT NAME**) at Florida Atlantic University, (**CAMPUS LOCATION**). The effective date of your appointment in this non-exempt position will be **(DATE)** at a salary of (**HOURLY RATE**) per hour, to be paid bi-weekly. This position is classified as Support Personnel (SP).

Your position with Florida Atlantic University is designated as **INTERIM** and will end on **(DATE)** or upon the selection of a regular appointment to this position. As an interim employee, you will maintain the status of a regular employee as well as all the rights associated with a regular employee. If not selected for a regular appointment to this position, you will have the right to return to your previous position at the conclusion of the interim assignment. The specific details of your position, and all future positions with the University, will be detailed in your employee record.

Please acknowledge acceptance of this position by signing and returning this letter to me.

Sincerely,

**(HIRING AUTHORITY)**

**(TITLE)**

**I accept the position of (TITLE), effective (DATE).**

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**(EMPLOYEE NAME)** Date