



Department of Human Resources
Associate Director
777 Glades Road • Boca Raton, FL 33431
tel: 561.297.2401 fax: 561.297.2404
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Date

Employee Name
Employee Address

Dear Employee:

I am pleased to offer you the position of _____ at Florida Atlantic University. The effective date of your appointment in this position will be _____ at an annual salary of _____. This position is in the Administrative, Managerial, and Professional (AMP) pay plan.

As an Administrative, Managerial, and Professional (AMP) employee you will accrue 6.77 hours of annual leave per pay period and will continue to accrue 4.0 hours of sick leave per pay period. AMP employees are exempt from overtime pay per Department of Labor definitions and guidelines. Your employment with Florida Atlantic University will continue unless you receive a Notice of Separation, or your employment is terminated for cause. The specific details of your position, and all future positions with the University, will be detailed on a Personnel Action Form.

Congratulations on your promotion! Please acknowledge acceptance of this position as presented in this letter by signing below. This letter will be placed in your personnel file.

Sincerely,

Supervisor Name
Supervisor Title

I accept the position of _____, effective _____.

Employee Name Date