

July 18, 2020

*Number One Candidate*  
123 Street  
Clarksville TN 37043

Dear *Number One*,

My colleagues and I enjoyed our conversations with you and we believe you would be an excellent addition to our team in the College of Agriculture, Food and Environment as the *Best Job Ever*. We were impressed with your experience and credentials and very much look forward to you joining us at the College and at the University of Kentucky.

Therefore, on behalf of the University, I am pleased to offer you the position of *Best Job Ever*. This is a full-time, *non-exempt* position with working hours 8 a.m. to 5 p.m. based on a 40-hour work week.

Your compensation includes a pay rate of \$XX.XX/hour, with an exceptional benefits package. You will receive the regular paid leave benefits (e.g. temporary disability leave, vacation leave and holiday leave) available to all employees who are similarly situated. The university also generously contributes to UK employees' retirement plans, medical coverage, life insurance, and long-term disability (after one year). In addition, UK offers optional benefits such as dental, vision, additional retirement opportunities and much more. To learn more about these benefits and much more, please visit: [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits), and to learn more about Lexington visit <https://vimeo.com/302892787>. The department will be able to provide \$2000 for relocation expenses to support your transition to Lexington. Please see more on relocation expenses at <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-8.pdf>

Being employed at UK means you will be working in an environment that offers diverse rewards, focusing on your total well-being and career development, with leadership striving to provide a strong work-life balance. As you may be aware from the hiring process, this offer of employment is contingent upon your successful completion of all pre-employment requirements. This includes a national background check and a COVID-19 vaccination OR a religious/medical exemption.

We are excited about the prospect of you joining us at the College of Agriculture, Food and Environment. If the terms of this arrangement are acceptable to you, please notify me by *Wednesday, July 20, 2020* of your acceptance of this position, and confirm your availability to start (contingent upon completion of pre-employment screening).

I look forward to hearing from you soon. Please contact me at 859-257-1111 with any questions.

Sincerely,

*Top Notch Supervisor*

I accept the position of *Best Job Ever* with a start date of \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In accepting our offer of employment, you certify your understanding that this is not an employment contract and your employment will be on an at-will basis, meaning your employment termination may be initiated at any time by either you or the University in accordance with Human Resource Policy & Procedure 12.0: Separation from Employment.