

Offer Letter Template

Date

New Hire Full Name

Via E-mail

Dear Name:

On behalf of The Research Foundation of The City University of New York (RFCUNY), I am pleased to offer you an appointment as a Position Title working at Campus Name. You will be working under my direction and in collaboration with the larger research team assembled for our sponsored project, Project Name Optional. The appointment is effective from dates, contingent upon available funds. The annual or hourly pay rate is $XX.

This position is a non-tax-levy appointment supported by funds administered through the RFCUNY.  As such, you will be considered an employee of the RFCUNY and will be subject to its personnel policies and procedures for project employees. RFCUNY employees are also expected to comply with the rules and policies applicable to the worksite to which they are assigned.

The following links provide access to policies which apply to the RFCUNY and all City University of New York (CUNY) institutions.

[Manual of General Policy – CUNY Policy](https://policy.cuny.edu/general-policy/)

[Manual of General Policy – RFCUNY Policy](https://www.rfcuny.org/rfwebsite/resources/review-policies)

All appointments are subject to budgetary guidelines, fiscal constraints, a background check and satisfactory performance assessment with no presumption of retention.

We look forward to working with you. Please let me know if you have any questions or concerns. Please sign the letter below to indicate your acceptance of the position and return to me at your earliest convenience.

Sincerely,

I accept this offer of employment.

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Signature Date