

SAMPLE PROFESSIONAL OFFER LETTER

Date

Candidate Name

Address

City, State, and Zip

Dear *Candidate*:

It is our pleasure to offer you a *Title* position in the *Department* effective *Date* at a annual salary of *\$Amount*, paid on a monthly, fiscal year basis.

With few exceptions the State of Louisiana does not participate in the Social Security program. If you are enrolled in a Louisiana State retirement plan (TRSL, LASERS, ORP, Deferred Compensation), you do not pay Social Security tax; however, you are required to pay the Medicare portion of the FICA tax (1.45% of your salary). More information regarding retirement and other employee benefits available to you can be found on the LSU Office of Human Resource Management's website (www.lsu.edu/benefits).

In addition, the University will provide you with a one-time Relocation Incentive cash payment in the amount of *\$Amount*. The Relocation Incentive stipulates that part or all of the advance payment will be returned if you do not continue employment with the University for at least two (2) full years. In accordance with Internal Revenue Service regulations, all relocation benefits are taxable compensation subject to withholding and other appropriate deductions.

Louisiana Revised Statute 42:31 requires that all unclassified employees earning \$100,000 or more annually must provide proof of a valid Louisiana driver's license and that all vehicles titled in their name have been registered in the state of Louisiana within 30 days of hire or upon reaching that salary threshold.

Please note that LSU requires the COVID-19 vaccine for all students, faculty, and staff or mandatory monthly testing. New employees must submit proof of vaccination within three (3) days of their official start date or otherwise be entered into the mandatory monthly testing protocol. Employees may submit proof of vaccination through the [Employee Verification Portal](#) or complete a [vaccine accommodation request form](#). Employees who do not submit proof of vaccination will be entered into the monthly mandatory testing protocol beginning in November. This includes employees with an approved exemption. These employees will receive an email each month providing their testing date, time, and location. The on-campus COVID-19 testing will be performed by the La. National Guard through December 31, 2021 and will be administered at no cost to the employee or department. At this time employees can get [vaccinated on campus](#) for free, with no appointment required. They can also

get [tested on campus](#) for free, and while no appointment is required, [preregistration](#) makes the process faster. For those who were vaccinated outside of the U.S., anyone who has received all doses of an internationally offered vaccine is considered fully vaccinated if the series has been completed. Individuals who have begun but not completed a non-FDA approved/authorized vaccine should either complete the series or discuss beginning an FDA approved/EUA vaccine series with their physician. For the most current information regarding campus operations during the pandemic can be found on the COVID Roadmap website (lsu.edu/roadmap).

Any other agreed upon arrangements (space, Foundation account, additional staffing, expectations of incumbent, etc.).

This offer is contingent upon administrative approvals, and a satisfactory pre-employment background check, drug screen (if required), and physical (if required). Employment is also contingent upon submission of official transcripts of the highest qualifying degree. If your degree was earned outside of the United States, a credential evaluation will be required at your own expense in addition to official transcripts. Also, your appointment will be contingent upon your receiving and maintaining valid visa status (if applicable).

I am excited about the prospect of you joining our team and I look forward to your response. Please contact me if there are any questions. If you decide to accept this offer, indicate your acceptance below and return to me by **Date**.

Sincerely,

Dean or Department Chair Name

Department Name

Offer accepted: _____
Candidate Name **Date**