[**Campus Special Transfer Opportunity Program (C-STOP)**](http://www.humanresources.ucr.edu/?content=ProgramsAndServices/CampusSpecialTransferOpportunityProgram.htm)

**Job Offer Template**

Date

Name

Address

Dear

Through the [**Campus Special Transfer Opportunity Program (C-STOP)**](http://www.humanresources.ucr.edu/?content=ProgramsAndServices/CampusSpecialTransferOpportunityProgram.htm) **program, you have been identified a**s the successful candidate for the \_\_\_ [Working Title; Classification; Grade] \_\_\_ position. I welcome you to the \_\_\_\_\_ [Department] \_\_\_\_\_ at the University of California, Riverside. C-STOP is a modified recruitment process that allows Human Resources to assist the campus in placing staff identified or confirmed for layoff into positions throughout the campus without the necessity of posting the position as an open recruitment.

Your \_\_\_\_ [Percent Time] \_\_\_\_\_ appointment will begin on \_\_\_\_\_ [Date] \_\_\_\_\_. Your monthly salary will be \_\_\_\_\_ [$] \_\_\_\_\_. The terms and conditions of your employment are covered by Personnel Policies for Staff Members or applicable Bargaining Unit Contract (for participating bargaining units). An electronic version of these policies is available on the Human Resources Website (<http://hr.ucr.edu/supervisor.html> ).

If you are in agreement with the terms and conditions of this offer, please sign and return the enclosed copy of this letter. Feel free to contact \_\_\_\_\_ [name/phone/email address] \_\_\_\_\_ to discuss any questions you may have regarding employment at UCR.

Sincerely,

Signature

I understand and accept the above conditions, and I accept this offer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

Cc: Employee’s Personnel File

 Human Resources – Policy