**Sample Career Position Offer Letter for**

**Clerical and Allied Services (CX)**

**(Includes Benefits Statement)**

Date

Name

Address

Dear

As the successful candidate for the [Working Title; Classification; Step] position, I welcome you to the [Department] at the University of California, Riverside.

Your [Percent Time] appointment will begin on [Date]. Your monthly salary will be [$] \_\_\_. The terms and conditions of your employment are covered by the Clerical and Allied Services Contract. An electronic version of this contract is available on the Human Resources (HR) Website (<https://humanresources.ucr.edu/>).

The offer of this position is conditional upon your being able to provide, in accordance with federal law, evidence of authorization to work in the United States, the receipt of satisfactory results from your references, the successful completion of a background check through the university's background check agency prior to your start date as well as a fingerprint check through the State of California Department of Justice (DOJ)/Federal Bureau of Investigation (FBI).

If you are assigned to perform substantial work under certain federal contracts/subcontracts during your employment with the university, the university will need to confirm your eligibility to work in the United States through E-Verify.

As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements. Additionally for information on how to submit proof of vaccination, please visit the [EHS Coronavirus website](https://ehs.ucr.edu/coronavirus?_gl=1*7gxp1q*_ga*NjQ3MTEzMzc0LjE2OTUyMTMxNDQ.*_ga_S8BZQKWST2*MTY5NTIzMTU5Ny4yLjEuMTY5NTIzNDIxNy4wLjAuMA..*_ga_Z1RGSBHBF7*MTY5NTIzMTU5Ny4yLjEuMTY5NTIzNDIxNy4wLjAuMA..).

We are proud of our comprehensive benefit offerings and [Name in your department], in our department, can help you enroll in the UCR Staff Orientation and the Staff Benefits Orientation where you will be provided more information regarding this great university and the benefits of working at UCR. As a new employee, you will have 31 days to elect benefit coverage. For a comprehensive guide and videos of our benefit offerings, please visit the [HR Benefits New Faculty & Staff website](https://hr.ucr.edu/human-resources-benefits/new-faculty-and-staff).

If you are in agreement with the terms and conditions of this offer, please sign and return the enclosed copy of this letter by [Insert date that is 2-3 business days out from date sent to candidate]. 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

UCR is a smoke/tobacco-free campus.