



UNIVERSITY
of MOBILE

To: [NEW HIRE]

From: [HIRING SUPERVISOR]

Dear [NEW HIRE],

Congratulations! The University of Mobile is delighted to offer you the full-time position of [TITLE HERE] with an anticipated start date of [DATE HERE].

As the [TITLE], you will be responsible for [BRIEF STATEMENT OF JOB RESPONSIBILITY].

The starting salary for this position is [SALARY AMOUNT] per year. Payroll is made based on [HOURLY WAGES ON BIWEEKLY OR SALARIED WAGES ON MONTHLY] basis by direct deposit. The University of Mobile offers a comprehensive benefits program, which includes vacation, insurance and retirement. When you arrive on [DATE], you will meet with our human resources director, Diane Black, to go over paperwork and benefits.

We look forward to having you on board! If you have any questions, reach out at any time and I'll be more than happy to help you. Go Rams!

Sincerely,

[HIRING SUPERVISOR]

[TITLE]

University of Mobile

[Phone Number]

[Email]

Higher Education for a Higher Purpose