

**SAMPLE LETTER OF OFFER
LSU AGCENTER
ASSOCIATE/POSTDOCTORAL RESEARCHER POSITIONS**

Date _____

Dear _____:

I am pleased to offer you the position of _____ [Research or Extension] Associate [or Postdoctoral Researcher] with the _____ [department/parish/region/station]. The starting salary is \$_____ annually with a start date of _____.

Your position is authorized for the period of _____ through _____. Note that LSU System By-Laws state that the commitment for an associate cannot exceed one year at a time and that renewal of any appointment is at the discretion of the university based on reasons including but not limited to availability of funds, satisfactory performance, and continued need for your services and the position as currently defined.

As an employee of the LSU System, you will be required to familiarize yourself with and comply with the policies and procedures governing the faculty and staff of the LSU Agricultural Center.

Please note that I have enclosed a booklet which explains the employee benefits requirements and options available to you. This booklet is provided to ensure that you have accurate information regarding our benefits program. Please contact our Human Resource Management Office (HRM) if you have questions about this program. If you accept this offer, please sign below and return this letter as soon as possible. The HRM Office will contact you about completing your employment forms.

I await your favorable response. Please do not hesitate to call me if you have questions.

Sincerely,

Unit Head

c: Unit Head – if letter is written by faculty member
AgCenter HRM Office

I ACCEPT THE POSITION OFFERED ABOVE IN ACCORDANCE WITH THE TERMS STATED AND ALL APPLICABLE POLICIES AND REGULATIONS.

Signature _____ Date _____