DEPARTMENT LETTERHEAD

*SAMPLE – Departmental offer letter (exempt employee) template -2022 w/ vaccine language*

DATE

NAME

MAILING ADDRESS

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am pleased to formally confirm our offer of employment for the position of [TITLE] in the [DEPARTMENT/DIVISION]. Your offer is contingent upon your consent to and successful completion of a pre-employment background check with results acceptable to Dartmouth College. As we discussed, your salary for the position will be $\_\_\_\_\_\_\_\_\_ per month, or $\_\_\_\_\_\_\_\_\_\_\_\_ if annualized. You will be paid on the first business day of each month. This is a benefits-eligible position.

You are scheduled to begin work on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*if no firm date is set at the time the offer is extended: “on a mutually agreed upon date on or before \_\_\_\_\_\_\_\_\_\_\_\_”*). This is a full-time position. (*or This is a part-time position with an expected time status of \_\_\_ FTE (full-time equivalent). Include any schedule details as appropriate*. On your first day, please bring appropriate identification in order to complete your I-9 form (examples can be found at: http://www.uscis.gov/files/form/i-9.pdf). You must complete and submit the I-9 within the first three days of your employment. Dartmouth is an e-verify employer.

***IF REMOTE****, include “Attached is a separate telecommuting agreement per the terms of our verbal agreement for (partial or fully) remote arrangements. This document should be completed, signed, and returned.” (ATTACH TELECOMMUTING AGREEMENT WITH APPROPRIATE TERMS)*

***INCLUDE ONLY IF MOVING EXPENSES ARE BEING COVERED****:* Dartmouth will pay reasonable moving expenses in order for you to relocate. *(Include the name of person within Department or Division that will help them coordinate the moving expenses, whether arranged through Procurement and billed directly or whether we have set a specific amount for reimbursement.)* Please see <http://www.dartmouth.edu/~control/taxcompliance/movingexp.html> for more information on Dartmouth’s policies on moving expenses and associated tax implications.

**COVID-19 Vaccine Requirement**

## All Dartmouth College ​employees, whether working on-site or remotely, are required to be up to date with vaccination against COVID-19 (or to have received an approved exemption from vaccination through the Office of Institutional Diversity and Equity). Please visit https://dartgo.org/vaxpolicy for details. Compliance with this requirement is a condition of employment. Failure to meet this condition of employment may result in Dartmouth in its sole discretion delaying your start date or rescinding its offer of employment.

Subject to your acceptance of this offer, you will also receive a confirmation notice from the Office of Human Resources, restating some of the information above. Additionally, you will receive an invitation to attend Dartmouth College New Employee Orientation. At Orientation you will receive detailed information about Dartmouth policies, resources, and the benefits available to you as a Dartmouth employee. General information about your benefits as a Dartmouth employee can be found at http://www.dartmouth.edu/~hrs/benefits/new.html. Should you have any questions in the meantime, you may call the Office of Human Resources at 603-646-3411.

As an employee, you will be expected to comply with the rules and policies of Dartmouth College. Among these are the College’s policies on patent, copyright, and conflict of interest. In addition, during the course of your employment, you may receive or become aware of confidential material, including employment information, financial data, medical information, trade secrets and other non-public or proprietary information concerning Dartmouth College, its employees, its students and its donors. Please be aware that the College’s Confidentiality Policy prohibits the use and disclosure of this information, except as necessary to perform the requirements of your employment.

Formalities aside, I want you to know how delighted I am that you will joining us. Please return one copy of this letter with your signature below to me indicating your acceptance of this offer. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Hiring Manager

Title

cc: HR Consultant

My signature below acknowledges receipt of this letter and acceptance of this offer of employment.

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

[NAME] Date