

SAMPLE LETTER OF OFFER:  
**RETURNING FACULTY RETIREE**

February 20, 20XX

Jane Doe, PhD  
Emeritus Professor  
123 American Way  
Anytown, OH 12345

Dear Dr. Doe:

*Include personalizing comments and welcome*

You will be appointed to a paid position in the Department of ZZZ for the period beginning DATE and ending DATE. This is a part-time (YY FTE), temporary position for which you will be paid XXX/month. This appointment carries no presumption of tenure or reappointment.

*Include information about position responsibilities, including supervisor  
Teaching: include specifics on assigned courses, holding office hours,  
date grades are due, and other obligations associated with the appointment  
Research: include details on expectations on bringing project to close  
Service: include details on project expectations*

The university is required by federal law to verify the identity and work authorization of all new employees. Accordingly, this offer is contingent upon such verification. You will be asked by a representative of this department to complete the Form I-9 (Employment Eligibility Verification form) no later than your first day of work.

University policy requires that all persons returning to OSU employment after a break in service of less than twelve months self-disclose any felony or misdemeanor convictions that occurred during the break in service. Any such convictions must be disclosed to the college's senior human resources officer within three days of returning to work. Please use <http://hr.osu.edu/policy/resources/415form.pdf> for any such disclosure.

Information about benefits at Ohio State can be found at [www.hr.osu.edu/policy/empben/bluebook.pdf](http://www.hr.osu.edu/policy/empben/bluebook.pdf). Questions concerning benefits should be directed to the Office of Human Resources Customer Service Center at [service@hr.osu.edu](mailto:service@hr.osu.edu) or (614) 292-1050, 1-800-678-6010, TDD 688-3730, FAX (614) 292-6235.

*Include personalized closing and directions for acceptance of offer*