Date

Employee Legal Name Employee G Number

Employee Full Address

Dear Employee Legal Name:

I am pleased to formally offer you the position of title in department at Grand Valley State University. Your appointment will be forwarded to the Board of Trustees for their approval at their next meeting.

This appointment will be effective date. Your annualized salary will be $\_\_\_\_\_\_. In addition to your salary, you will be eligible for fringe benefits extended to our Executive, Administrative and Professional staff. This appointment is contingent upon the University’s approval of its background screening and upon Human Resources receiving your official transcript. Additionally, this appointment is subject to all applicable University policies as published on the University policies website, [www.gvsu.edu/policies](http://www.gvsu.edu/policies).

The Immigration Reform and Control Act of 1986 require new employees to present proof of identity and verification of employment eligibility by completing a Form I-9. You will find more information about this form in your onboarding portal.

*(Include any position and/or unit comments/information you wish here)*

All employees are required to register for a GVSU parking permit in order to park on campus. If you are a new employee, once your network credentials and ID # are available, you can register for your parking permit. Visit [www.gvsu.edu/parking](http://www.gvsu.edu/parking) for instructions. Please remember, all University parking lots require a permit.

Human Resources will contact you to schedule your benefits orientation. Your benefits are effective the date of your hire. You will also be invited to attend a new staff orientation. Additional new hire information can be found in your onboarding portal.

Welcome to Grand Valley State University!

Sincerely,

Dean/Appointing Officer Name

Dean/Appointing Officer Title

cc: Dean/Appointing Officer

 Human Resources

 Budget

Position #

FOAP