**Employment offer letter template for C2U, F2U, transfers, demotions and promotions**

Subject: Congratulations on your new position!

Dear <<insert employee name>>:

Congratulations on your new position! We are pleased you have accepted our offer of continued employment as <<insert position title>> and look forward to your continued contributions to the VCU community.

Attached to this email is an electronic copy of your employment offer letter that confirms your salary and employment terms. The letter provides important information about your new job. Once you have reviewed your offer letter and the attached terms and conditions, please return your signed letter via one of the following options:

* Email signed copy to <<insert address>>
* Fax signed copy to my attention at <<insert fax number>>
* Deliver in person to <<insert address>>
* Mail to <<insert address>>

*For resource critical:*

Because your new position is considered to be resource critical, completion of a new background check is required. An email has been sent to you from HireRight requesting your e-consent to the background check. Please complete this task at your earliest convenience to help expedite the onboarding process for your new position.

*For sensitive*:

Because your new position is considered to be sensitive, completion of a new background check is required prior to your start date. Due to the nature of your new position, fingerprinting is required for your background check. Fingerprinting services are provided by VCU police on Tuesdays from 9 a.m. to 11 a.m. and 1 p.m. to 4 p.m. on a first come first serve basis. Fingerprint checks should not be performed sooner than thirty (30) days prior to your start date. Visit [police.vcu.edu/services/fingerprinting/](https://police.vcu.edu/services/fingerprinting/) for more information about fingerprinting.

Once your signed offer letter has been returned, your department will follow up with you to confirm your start date and provide any instructions for your first day. Please feel free to contact <<insert name of HR Professional/Associate or hiring manager>> or me if you have any questions, require additional information, or if there is anything I can do to help you get started in your new job at VCU.

Sincerely,