(date)

Name

Address

Dear First Name,

I am pleased to offer you the contract position of Job Title for the University of California, Agriculture and Natural Resources, Cooperative Extension in Alameda County. Your contract appointment will begin on Date and will end Date.   You will be working at xxx% with Name of Program. The starting salary is $xxx per hour.

Please sign the bottom portion of this letter to indicate your acceptance of this position.

Congratulations and welcome to the University of California!

Sincerely,

Name of County Director

County Director – County Location

cc: Personnel

…………………………………………………………………………………………………………………………………………

I accept the Job Title position at xxx% Fixed Contract beginning Date and ending Date.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_