Cal Poly Humboldt
Office of Research
& Sponsored Programs

Date

Name

Dear **Name**,

I am pleased to offer you an appointment with the Cal Poly Humboldt Sponsored Programs Foundation as an **Job Title** on **Project Name** tentatively beginning **Date**. This is a **full time** position with an hourly rate of **$00.00** (plus medical and other benefits). Your supervisor will be **Name**. They can be reached at **phone and email**

Please be aware that this offer is contingent on your satisfactory completion of a background check (including a criminal records check). Failure to satisfactorily complete the background check may affect your offer status. Your employment with Sponsored Programs Foundation is "At-Will", meaning you or Sponsored Programs Foundation may terminate the employment relationship at any time, with or without cause. By accepting this position, you attest to present proof of your identity and work authorization as legally mandated by the Immigration Reform and Control Act of 1986.

In your new position, you are expected to 1) _____ 2) _____ 3) _____.

As a requisite, please follow this link to generate your campus username and ID number if you do not have any. Before your first day of employment, you must complete a "New Hire Checklist". This will be sent to you electronically through our timekeeping system, KRONOS. *Following the completion of your checklist*, it will be necessary for you to complete the I-9 process. This will require you providing government issued identification and proof of authorization to work in the US to Sponsored Programs staff either in person or on Zoom. A list of acceptable identification can be found on the last page of the I-9 form as well as on the USCIS website found here.

Congratulations! The foundation and I look forward to working with you.

Sincerely,
Name
Title