Date

First and Last Name

Address, Apt #

City, ST, Zip

Dear First:

I am delighted to extend you this offer of employment formally and am excited that you will become a valued member of our team. Columbia University is committed to attracting and retaining the best and brightest to support our mission of excellence in higher education and research. Accordingly, you are being offered the full-time/part-time position of Title within School/Department, beginning on Start Date or such other date as mutually agreed upon in writing. Your annual salary will be $ annual salary, paid on a pay frequency at a rate of $rate per pay period per pay period.[[1]](#footnote-1) {The role is subject to grant funding}

*Unless a background check was previously conducted in connection with your employment at the University, your offer of employment is**contingent upon the satisfactory outcome of a background check, which may consist of the verification of your highest completed education, employment history, and criminal history search (including the 50 states sex offender registry).*

To learn more about the benefit offerings available to you, visit the Human Resources website at <https://humanresources.columbia.edu/officers-eligibility>. Please also note that all personnel working in a hospital or other settings covered by Article 28 of the New York State Public Health Law must be fully vaccinated, absent an approved medical exemption.

As an at-will employee, please be advised that there is no guarantee of your continued employment, nor is it for any definite term, regardless of any other oral or written statement by any Columbia University Officer or representative. This at-will employment relationship will remain in full force and effect notwithstanding any changes in your position, title, compensation, or other terms or conditions of your employment with the University, unless a written employment contract is entered into by authorized human resources or legal representatives of the University, or you become covered by a collective bargaining agreement which provides. Otherwise, to accept our offer of employment, please sign and return a copy of this letter.

I look forward to our partnership and your contributions as a member of our team. If you have any questions or if there is anything I can do to help you get started in your new role at Columbia University, my email is supervisor email.

Sincerely,

Supervisor First and Last Name

Supervisor Title

I hereby accept the offer of employment:

Signature Date

1. For more information on the University’s payroll calendar, please refer to: [humanresources.columbia.edu/content/payroll-calendars](https://humanresources.columbia.edu/content/payroll-calendars) [↑](#footnote-ref-1)