

CONTINGENT EXTERNAL MONTHLY OFFER LETTER  
PERSONAL AND CONFIDENTIAL  
*Monthly Compensation Schedule*

APPLICANT NAME  
ADDRESS  
CITY, STATE ZIP

Dear APPLICANT NAME,

Congratulations! On behalf of the Georgia Institute of Technology, I am pleased to offer you the position of TITLE OF POSITION in the DEPARTMENT NAME. You will report directly to HIRING MANAGER'S NAME, HIRING MANAGER'S TITLE. As we discussed, your annual salary will be \$XXX,XXX.XX, (\$X,XXX.XX paid on a monthly basis) with an estimated start date of MONTH DATE, YEAR. This offer of employment, and its commitments, supersedes all other offers and commitments, oral or written, explicit or implied, made by any person at the Georgia Institute of Technology.

As required by Institute policy, this offer of employment is contingent upon successful completion of a background investigation including a criminal background check demonstrating your eligibility for employment with the Georgia Institute of Technology as determined by GA Tech in its sole discretion, confirmation of the credentials reflected in your application materials and, if applicable, other necessary checks.

This letter is not an employment contract and does not guarantee employment for any specific period of time. Your first six (6) months of employment will be on a probationary basis. As a normal part of in-processing, you will be required to sign a loyalty oath, patent agreement and a State security questionnaire. The Immigration Reform and Control Act of 1986 requires that all employees complete Federal Form I-9, and present proof of identity and proof of eligibility to work in the United States. To complete the I-9 process, you must visit the Office of Human Resources at Georgia Tech on your *first day* and present valid identification documents.

To speed your new hire processing, you can complete most of the pre-employment hiring package online, print the documents, and bring the documents to OHR on your first day. The pre-employment hiring package can be found online at <http://www.ohr.gatech.edu/forms>. Simply click on the link for New Hire Documents/Forms and choose the appropriate category for your position.

The various benefit plan options that are available to you when you join us are available on our website at <http://www.ohr.gatech.edu>. You may wish to review them prior to orientation, which will be scheduled during your first weeks of employment. In the interim, I will be pleased to answer any specific questions you may have.

By accepting this offer, you agree to comply with the Bylaws and Policies of the Board of Regents of the University System of Georgia and the statutes and regulations of the

Institute which are available upon request or at [www.usg.edu](http://www.usg.edu) and [www.policies.gatech.edu](http://www.policies.gatech.edu).

**APPLICANT NAME**, we are delighted that you have agreed to join the **DEPARTMENT NAME** team and I look forward to working with you. If you should have any questions, please do not hesitate to contact me at **HIRING MANAGER PHONE NUMBER**. I would appreciate you confirming acceptance of this offer by signing the space below. Please return the original signed copy to me at your earliest convenience

Sincerely,

**HIRING MANAGER'S NAME**  
**HIRING MANAGER'S TITLE**

cc: **APPLICABLE NAMES**  
**APPLICABLE NAMES**  
**OHR EMPLOYEE FILE**

I accept the offer at the terms described above.

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Signature

Date