**INTERNAL HOURLY GT OFFER**
**CONFIDENTIAL**

**DATE**

Dear **APPLICANT NAME**,

I am delighted to notify you that you have been selected for the **JOB TITLE** vacancy within the **DEPARTMENT NAME**.  I am certain that you will be a key contributor to this organization.  On behalf of my team, we look forward to having you join us.

Job Title:

Job Grade:

Reports To:

Effective Date:

Your Annual salary will be $**XXXXX.XX**. Your hourly salary will be $**XXXX.XX**.

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.

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 and www.policies.gatech.edu.

I believe that this position will offer you many challenges and opportunities for growth.  In addition, be assured that we will provide you with support as you take on these new challenges.

Congratulations and welcome to the team!  Please indicate your acceptance in the space provided below and return to me once signed.  We will discuss an appropriate transition upon receipt.  This letter is not an employment contract and does not guarantee employment for any specific period of time.

I look forward to your response.  Should you have any questions or need any assistance, please call me at **XXX-XXX-XXX** and I will make the necessary arrangements to ensure any additional questions you may have are addressed, so you are able to make an informed decision.

Sincerely,


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

cc: **APPLICABLE NAMES**

I accept the offer at the terms described above.


_____
Signature                                                          Date