

**TEMPLATE: PROVISIONAL OFFER LETTER WITHOUT BOARD  
APPROVAL**

[DATE]

[NAME AND ADDRESS]

Dear \_\_\_\_\_:

Subject: Provisional Offer of Appointment

I am pleased to offer you appointment to position #[12345], [Position Title] at the University of Hawai'i [Campus/System] (University) subject to approval by [Approving Authority] and posting on the [DATE], Board of Regents (BOR) agenda in accordance with University policy and State of Hawai'i (State) law, and will be effective at a mutually agreed upon date.

Your initial annual salary will be \$[xx (\$xx monthly)], and any subsequent salary adjustments and reappointments shall be in accordance with University policies and procedures. Your benefits, including enrollment in the Hawai'i Employer-Union Health Benefits Trust Fund, retirement benefits, and vacation and sick leave, as well as the terms of your employment, shall be governed by University policies and procedures and applicable State laws, rules, and regulations.

We look forward to developing a long standing relationship with you and hope you view your appointment as an opportunity to make a positive and meaningful impact for the University of Hawai'i. Please understand, however, that your employment with the University of Hawai'i is at-will, which means that either you or the University are free to end the employment relationship with or without cause, in accordance with Regents Policy 9.212.

This letter represents the University's complete provisional offer to you and contains all of the material terms relating to your appointment, subject to final approval and completion of a satisfactory background check.

If these terms are agreeable to you, please indicate your formal acceptance of this provisional offer and your permission to conduct a background check by doing the following:

1. Circle "accept."
2. Sign and date your acknowledgement.
3. Return this letter to my office or via e-mail to me at [xxxxxx]@hawaii.edu no later than \_\_\_\_\_, [MM DD, YEAR].

[NAME]

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[DATE]

Upon receipt of your acceptance, [HR Representative Name] of our Human Resources Office will contact you regarding your employment forms and complete information relating to applicable benefits. Please contact (*him/her*) directly at [xxx-xxxx] or [xxxx]@hawaii.edu if you have questions.

I look forward to working with you in advancing the University's mission and in serving the people of Hawai'i.

Sincerely,

[Name]

[Hiring Manager]

cc: [HR Representative Name]

I accept / decline this provisional offer of employment and grant the University permission to conduct a background check in accordance with the terms indicated in this letter. I understand that the appointment is subject to public posting and [Approving Authority's]

\_\_\_\_\_

[NAME]

\_\_\_\_\_

Date