ADDENDUM OFFER LETTER FOR STAFF WORKING RETIREE

Date

Name

Address

City State Zip

Dear:

This letter serves as an addendum to your original letter of offer dated \_\_\_\_\_\_\_\_\_\_. Effective (date) you will be paid \_\_\_\_\_/hour for your appointment. All other terms and conditions of your appointment will remain unchanged.

Sincerely,

Signature

Dean/Director/date

Signature

Employee/date

Sincerely,

Appointing Authority

I accept this position as described above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_