

Research Division

Research Professionals (Associates, Scientists and other professionals funded via externally  
funded projects)  
(Non-Contract Employees)

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

I am pleased to offer you the position as \_\_\_\_\_ in the Department of \_\_\_\_\_ at  
Mississippi State University, beginning on (date) . The annual salary rate of this (nine-month or  
twelve-month) position is \$ \_\_\_\_\_ payable semi-monthly.

This offer is contingent upon approval by the Vice President for Research and Economic  
Development. As an employee, you are expected to comply with all federal and state laws, all  
policies of the Board of Trustees of State Institutions of Higher Learning and all University  
policies. This offer is also contingent upon your being a United States citizen or having lawful  
authorization to work in the United States. This offer will be withdrawn if you are not authorized to  
work at Mississippi State University by the beginning date indicated above. This letter of offer is  
not a contract or an offer of a contract. This offer is contingent upon successful completion of a  
criminal background screen. While every effort will be made to complete the background screen  
prior to your first day of work, you will be allowed to start work with continued employment  
contingent upon successful completion of the criminal background screen. (Please remove the  
previous two sentences regarding background screening if currently employed by MSU.)

You will be reimbursed for moving expenses not to exceed \$X,XXX (must provide receipts).

Should you decide to accept this offer, please return a signed copy of this letter on or before  
(date) .

Sincerely,

Name  
Department Head

Approved:

\_\_\_\_\_  
Dean/Director, College/Center/Institute

\_\_\_\_\_  
Vice President of Research and Economic Development

Offer Accepted: I agree to allow the sponsoring agency access to my employment records as it is  
relevant to the review or audit of the project. I understand continued employment is contingent  
upon the availability of funding.

\_\_\_\_\_  
Date

c: Department of Human Resources Management