



LETTER OF INTENT

Date
Candidate
Candidate's Address

Dear Candidate,

Out of State positions are onboarded via our Employment of Record partner, nextSource. Therefore, the official Assignment Information Letter requiring signature will be sent by the nextSource onboarding team. It is our pleasure to offer you an Job Title in the Department of via employment through nextSource effective Hire date or as mutually agreed.

This offer is contingent upon administrative approvals, completed onboarding documents with the nextSource onboarding team, a satisfactory pre-employment background check, MVR (if required), drug screen (if required), physical (if required), and credit check (if required).

Employment is also contingent upon submission of official transcripts of the highest qualifying degree. If your degree was earned outside of the United States, a credential evaluation will be required at your own expense in addition to official transcripts.

In compliance with the Immigration Reform and Control Act of 1986, all offers of employment are also conditioned upon the receipt of satisfactory evidence of an employee's authorization to work in the United States. Any employee with an expiring work authorization must renew the authorization or the employee will be considered to have voluntarily resigned.

I am excited about the prospect of you joining our team. Please contact me if there are any questions. If you decide to accept this offer, indicate your acceptance below and return to me by Date.

Sincerely,

Your Name
Title

Accepted _____ Date _____