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| **Candidate and Appointment Information** |
| **Legal First Name** | Click here to enter text | **Anticipated Start Date** *(this may change based on factors such as background check, payroll lockout, etc.)* | Click here to enter a date |
| **Legal Last Name**  | Click here to enter text | **Annualized Salary** | Click here to enter text |
| **AddressCity, State, Zip Code** | Click here to enter text | **Department** | Select an item |
| **Salutation Name***(Will follow “Dear” ex: Dr. Smith)* | Click here to enter text | **Academic/Fiscal Year** | Choose an item |
| **Classification Title** | Choose an item | **Working Title** | Enter working title |
| **Position Number** | Enter position number | **Appointment** | Choose an item |
| **FTE** | Click here to enter | **Anticipated Work Schedule** *(ex. Monday-Friday 8:00am-5:00pm)* | Click here to enter text |
| **Supervisor’s Name** | Click here to enter text | **Mentor’s Name & Department** | Enter Name and Home Dept |
| **Project ID** | Click here to enter text | **Distribution %** | Click here to enter text |
| **Contingency Funding? If so, please provide name of grant** | Choose an item | **Name of Grant** | Enter the grant name |
| **How many months is this appointment expected to be funded?** *(no new letter will be provided if funding goes beyond the originally stated timeframe)* | Click here to enter number of months |
| **Is** [**Remote Work Approval**](https://cdn.chass.ncsu.edu/sites/busoffice.chass.ncsu.edu/hr/Remote%20Work%20Request%20Form.docx) **Needed?** *(for 100% remote or working primarily outside of NC.* [*See policy*](https://policies.ncsu.edu/regulation/reg-05-55-11/)*.)*  [ ] **Yes** [ ] **No**If Yes, attach Remote Work Approval form. Offer cannot be made until this is approved. |

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| **Return Date:**  *The return by date is approximately 2 weeks after the offer letter is dated. If you would like to deviate from that timeframe, please indicate below.*  |
| Click here to enter text |

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| **Comments/Additional Information**  |
| Click here to enter text |