**LETTER OF INTEREST TEMPLATE**

**(COS Rev. 5/9/2024)**

Reminders and Required Supplemental Information:

1. **Application Deadline needs to be confirmed** – recommendation cannot be sent until an application deadline is established and all applicants have been considered by the search committee.
2. Preliminary terms should be discussed with Dean Tomova via email (comparison to PNR). Forward this email with the draft Letter of Interest to your HRBC point of contact. *Note: Including the position number would be helpful.*
3. **Start-up Funds** – COS developed a start-up budget plan template, but it is not required. You can collect the line-item start-up budget plan using any format [excel, word, etc.]. Send a copy of the start-up plan with the letter of interest.
4. Do not send a draft letter to the individual. **The HRBC point of contact will send the final letter via email and copy you**.

Instructions:

1. COPY/PASTE to new document
2. Customize areas in highlighted sections below
3. Change all text to the same font, size, and color
4. Print on letterhead – adjust for page formatting issues
5. Sign & send to HRBC point of contact or as a Workday help case using “employment actions” as the case type; including all required supplemental information

[Insert Date]

Dear [Insert Candidate Name]:

The University of Central Florida (UCF) is very interested in your application for the position of [Insert Position] and you are one of our top candidates. **This letter is not an offer of employment and there is no guarantee that you will be offered employment with UCF. Any offer of employment would be contingent upon the final candidate meeting all of UCF’s employment requirements.** With that said, since you have progressed to this stage in the application process, we wanted to provide you with some additional details about this Position:

* The Position has an anticipated start date of [Insert Date] and will report directly to [Insert Supervisor Position].
* The final candidate will receive a 9-month salary of [Insert salary range (note: if the amount is the same regardless of the candidate you can insert the exact amount)] + plus benefits.
* To assist with relocation, [Insert Department] is able to offer the final candidate a [Insert range (note: if the amount is the same regardless of the candidate you can insert the exact amount)] relocation stipend, which may be used to assist the final candidate in moving to Orlando. Relocation stipends, which could include things such as moving or house hunting, are subject to income tax withholding; these withholdings will be deducted by UCF Payroll from the first paycheck.
* The final candidate will also be offered a start-up fund amount of [Insert range (note: if the amount is the same regardless of the candidate you can insert the exact amount)] that may be used to support research efforts. These funds may be used to purchase research equipment, computers, software licenses, research-related travel, and other approved research expenditures.
* The final candidate will be provided with a [shared/designated] office and [shared/designated] lab space.
* The final candidate will have a teaching load of [two courses] for each of the academic years of 202X-202X and 202X-202X. After the second academic year, the teaching load will follow the guidelines of the [Insert Department]. Courses will be assigned in a manner consistent with the needs of the department and the final candidate’s interests.

It is expected that the individual who is offered this position will demonstrate excellence in the faculty responsibilities for this appointment, which include but are not limited to, active involvement in the teaching, research, and service aspects of [Insert Department]. If you have questions regarding the information in this letter, please do not hesitate to contact me. We hope that you are still interested in this position and will continue through the application assessment process.

Sincerely,

[Insert Hiring Official Name]

[Insert Position, Unit]

I understand the terms outlined in the above letter and would like to continue through the application assessment process.

Candidate’s Signature Date