Date

Address

Dear ,

Congratulations on your appointment as County Director in [County], effective [Date]. Your appointment as County Director is valid until [One year from appointment date] and is renewable annually. The County Director appointment will be contingent upon successful completion of duties and performance in the Director role. Your permanent appointment as County Director is contingent upon completion of your master's degree. If you have not completed your master's degree by [Date], your duties as Director will be rescinded.

Your base monthly salary will be [salary] (not including longevity or any ADA), which reflects a 10 percent monthly increase of [10% of the monthly salary] for administrative responsibilities and will be earned and paid on a monthly basis. Thus, your total monthly salary shall be [Total with 10 percent]. You must be in active pay status to receive the supplement.

In the event a future assignment does not include Extension Director responsibility, or you do not achieve your master’s degree by the designated date, your salary will be reduced by [10% of the monthly salary]. In addition, in the event of separation, The University of Tennessee Extension is not obligated to pay any unpaid portion of this annualized salary for the balance of the year not in employment.

Please indicate your acceptance of the terms and conditions of this offer by signing and dating below and returning this letter no later than [Date]. I look forward to working with you as you represent the University of Extension in this new role.

Sincerely,

Regional Director Signature Extension Dean Signature

Accepted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc:

Extension Human Resources  
Extension Budget Office