**Mal for e-post ved utsendelse av Employment offer:**

Dear xxx,

We are pleased to offer you the (temporary) position of xxxxx at Oslo and Akershus University College of Applied Sciences (HiOA), Faculty of xxxxx, Department of xxxxx.

Please find the following attached:

* Employment offer
* Contract of Employment
* Notification of regulations for probation
* Declaration of confidentiality
* Personal information form

Please print, complete and sign the Contract of Employment, the “Notification of regulations for probation”, the “Declaration of confidentiality” and the “Personal information form”. Electronic copies of the documents should be returned within 7 days to (navn og e-postadresse til lokal HR kontakt). Please also include a copy of your passport.

Should you have any questions or concerns, please contact: xxxx xxxx. Telephone: +47 67xxxxxx, Email: xxxx.xxxx@hioa.no

We are looking forward to welcoming you to HiOA!

Kind regards,

Xxxx Xxxx

Tittel

Faculty
Oslo and Akershus University College of Applied Sciences