Unit: Please attach this document to the Fixed Term Memorandum / HP Memorandum / Clinical Memorandum for all newly hired and rehired employees appointed on a fixed term basis

Employee: Please review the information below and sign below to acknowledge your acceptance of this condition of employment.

By accepting this offer, I understand that compliance with the University’s COVID directives [ https://msu.edu/together-we-will/ ] is a condition of employment. Within 7 calendar days of starting employment, I agree to complete the vaccine verification form, indicating my vaccination status or, if applicable, intent to apply for an exemption. I understand that failure to fully comply with the MSU Covid directive will result in withdrawal of this offer of employment or other disciplinary action.

I accept:

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Name Date