

Quick Reference Guide: Create an Offer Letter

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Purpose

Offer letters can be created using templates in CU Careers. To do so, you must be in the candidate's profile and the candidate must be in the Offer step. The offer letter is created after you enter information into the offer matrix.

Download this quick reference guide below

Attachments:

[Create an Offer Letter](#)

Groups audience:

HCM Community

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Source URL: <https://www.cu.edu/hcm-community/qrg-create-offer-letter>