{January 19, 2021}

Dear {Name},

I am pleased to offer you the position of {Business/Job Title (Job Profile)} in the {Department Name} department at The University of Texas at Austin during SEMESTER TERM.

Your anticipated start date is {Start Date} and the details of your position are as follows:

|  |  |
| --- | --- |
| Period of Employment: | {Start Date} – {End Employment Date} |
| Rate of Pay:  | {Hourly or Salary} |
| Anticipated Hours Per Week and/or Work Schedule: |  |
| Supervisor {Optional}: |  |
| Timesheet approver {Optional}: |  |

Your job responsibilities will include {Insert brief description of responsibilities (tutoring, grading papers, answering office email, etc}. These responsibilities will be performed {remotely} OR {on campus at XYZ building}. Given the dynamic environment created by COVID-19, your responsibilities and/or your work location may be re-assessed throughout the period of employment or upon re-appointment for the SEMESTER TERM.

**For new UT employees**, you will be required to complete forms and submit original documentation that establish your eligibility to work in the United States within the first three days of your employment. Information about the I-9 verification process, list of acceptable documents, and other required employee onboarding tasks are located on HR’s [New Student Employee Checklist](https://hr.utexas.edu/student/new-student-employee-checklist). **Failure to provide original documents through the I-9 process and/or complete onboarding tasks will delay the start of, or lead to, your separation from employment.**

In addition, this appointment is contingent on the satisfactory outcome of any applicable employment eligibility verification and criminal history background check processes. By agreeing to accept this contingent offer of employment, a background check will be completed as soon as feasible and any offenses discovered that are relevant to your position will be assessed. That assessment may result in separation if the offenses are inconsistent with university criteria for your position. More information about the university’s criminal history review process is available here: <https://hr.utexas.edu/manager/hiring/criminal-history>

OR FOR CONTINGENT OFFER LETTERS: *This offer is contingent upon the satisfactory outcome of your criminal background check. Due to COVID-19 related closures of court systems in certain jurisdictions, we are unable to complete your background check at this time. By agreeing to accept this contingent offer of employment, a background check will be completed as soon as feasible and any offenses discovered that are relevant to your position will be assessed. That assessment may result in separation if the offenses are inconsistent with university criteria for your position. More information about the university’s criminal history review process is available here:* [*https://hr.utexas.edu/manager/hiring/criminal-history*](https://hr.utexas.edu/manager/hiring/criminal-history)

{PROGRAM/CSU SPECIFIC INFORMATION RELATED TO HIRING}

You must accept this position by {responding to the email, completing survey etc} on or before {date}.  If you have questions regarding your position and your specific duties, please direct them to your supervisor.

OPTIONAL: If you qualify for work-study, please send a copy of your work-study award to {responding to the CONTACT (EMAIL)}.  Please provide your eid in your email and let them know that you are being hired as a {POSITION TITLE} in {DEPARTMENT}.

Sincerely,

{HR Contact or Hiring Supervisor}