{Date}

{Name}

{Address Line 1}

{Address Line 2}

Re: Offer of Temporary Employment

Dear {Last Name},

On behalf of The University of Texas at Austin, I am pleased to offer you the temporary position of {Title}, in the department of {Department Name}. This offer is contingent on the successful completion of a criminal background check.

The pay rate for this {Exempt/Non-exempt} temporary position is {$$ Rate} per {Month/Hour}. You will report to {Supervisor’s Name}. Your expected start date of temporary employment is {Date}, subject to completion of the background check. You will be required to complete forms and submit documentation establishing your eligibility to work in the United States within the first three days of your employment.

Your schedule is {Schedule}; however, your actual work hours may vary depending on business needs. This temporary assignment will end on {Date}. *[Note: If not a fixed schedule, then fairly represent the expectations for working, e.g. “You can expect to work approximately 12 hours per week.”]*

*[Optional statement:]* If there is further need and funding is available, further employment may be offered but is not promised or guaranteed.

This temporary position is not benefits eligible and does not accrue paid leave. This offer does not guarantee nor imply permanent employment with the university. Due to the temporary nature of the assignment, you will be considered a temporary employee during the entire length of this assignment.

Should you accept this contingent offer, your continued temporary employment will require both satisfactory job performance and compliance with existing and future university and departmental policies*. [Note: cite important departmental policies and fulfillment of policies specific to the position.]*

If you have any questions or concerns regarding this offer, please contact {Department Contact} at {Department Number}. We look forward to receiving your decision by {Deadline}.

There are two aspects of employment at the university that we want to share with you as you consider your offer. As an employee of the university, if you witness or receive information about sexual harassment, sexual assault, dating violence or stalking that involves a current student or employee, you must promptly report the incident to the University’s Title IX Coordinator or a Deputy Title IX Coordinator. Reports may be made by phone: (512) 471-0419; [email](mailto:titleix@austin.utexas.edu), or [online](https://titleix.utexas.edu/file-a-report). An employee who does not report an incident or who makes a false report is subject to termination and may be charged with a criminal offense. For more information about employee responsibilities under Title IX, including information about confidential employee reporting exceptions, please visit the Title IX website at <http://titleix.utexas.edu>

Additionally, the university is a public employer and is subject to the Texas Public Information Act. As such, records created by and about you may be subject to an open records request and disclosure. Your name, work location and other employment related information, including salary, may be visible on publically accessible websites or in other publicly available records.

Please signify your acceptance of this offer by returning a signed copy of this letter.

Sincerely,

{Hiring Manager}

{Candidate Name}

I hereby accept employment on the conditions set forth in this letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**Web Resources:**

University Home Page [www.utexas.edu](http://www.utexas.edu)

Human Resources [www.utexas.edu/hr](http://www.utexas.edu/hr)

Payroll [www.utexas.edu/payroll](http://www.utexas.edu/payroll)

Parking [www.utexas.edu/parking](http://www.utexas.edu/parking)

University Policies [www.utexas.edu/policies](http://www.utexas.edu/policies)