{March 9, 2020}

{Name}

{Address Line 1}

{Address Line 2}

Re: Job Requisition Number {R\_xxxxxxx}

Dear {Name},

I am pleased to offer you the position of {Job Title} in the {Department Name} department at The University of Texas at Austin.

We are offering you a salary of ${Salary} per month.  Your start date is {Start Date}. *INCLUDE FOR POSITIONS THAT ARE NOT EXPECTED TO CONTINUE:* This position is {funded by a grant} OR {of limited duration}, therefore your employment is contingent, in part, upon {the continued receipt of these grant funds} OR {completion of the project.} Currently, we expect your position to be funded through {Month, Date and Year.} Your position is {exempt/non-exempt} from overtime eligibility. Your position is {eligible/not eligible} for benefits.

You will report to {Supervisor’s Name}.  Your work schedule is {Schedule}.  This offer is contingent upon the satisfactory outcome of your criminal background check.Additionally, 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.

*FOR ADMINISTRATIVE OFFICERS INCLUDE:* Your position is designated as Administrative Officer. As such, you serve without fixed term and at the pleasure of the President.

*FOR NON-ADMINISTRATIVE OFFICERS INCLUDE:* Your position is designated as Administrative and Professional. As such, your appointment is subject to non-renewal each fiscal year.

The university offers new employee orientation every Monday at {Orientation Time} and {Orientation Location}, where you will receive information about:

* Benefits
* Parking
* Required University Training
* University Policy

Regarding benefits, you must elect benefits coverage within 31 days of your start date. You can review the benefits on our Web site at <http://www.utexas.edu/hr/current/insurance/>. To attend new employee orientation, please contact {Orientation Coordinator}.

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, 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.

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}.

Again, congratulations on your selection for this important position at the University of Texas at Austin. This is an exciting time for us; and we look forward to you joining our team.

Sincerely,