October 22, 2020

Full name

Address

City, State Zip

Re: Job Number 00-00-00-00-0000

Dear first name,

It is with great pleasure that I offer you the position of Job Title with Department Name at The University of Texas at Austin.

We are offering you a salary of $00,000 per month, which equates to $00,000 per year. Your start date is Month 00, 20XX. This offer is contingent upon the satisfactory outcome of your criminal background check. Additionally, you will be required to complete an Employment Eligibility Verification Form (I-9) and submit documentation establishing your eligibility to work in the United States within the first three days of your employment.

You will report to Supervisor’s Name and your work location will be off-campus, working remotely from City, State. Since you will be based in City, State, occasional travel to the University of Texas at Austin for in-person meetings will be considered business travel and will be subject to our [business travel policies](https://financials.utexas.edu/hbp/part-11-travel).

A confirmation email will be sent to you with a video link to New Employee Orientation that will cover information about benefits, required training and University policy. Regarding benefits, you must elect benefits coverage within 30 days of your start date.  You can review the benefits on our web site at [www.utexas.edu/hr/current/insurance/](http://www.utexas.edu/hr/current/insurance/).

**INCLUDE TEXT FOR PROBATIONARY CLASSIFIED POSITIONS**

*You are considered a probationary employee during the first 180 calendar days of continuous service from the date of initial university employment.  This will be explained along with other administrative details in the New Employee Orientation video.*

**INCLUDE TEXT FOR ADMINISTRATIVE OFFICER POSITIONS**

*This position is designated as Administrative Officer. As such, you serve at the pleasure of the President. It is subject to the provisions of the Rules and Regulations of the Board of Regents of The University of Texas System (“UT System”), the rules and regulations of The University of Texas at Austin, and all applicable state and federal laws.*

**INCLUDE TEXT FOR ADMINISTRATIVE & PROFESSIONAL (A&P) POSITIONS**

*This position is also ORP (Optional Retirement Plan) eligible. You can review the retirement plans available to you at* [*www.utexas.edu/hr/current/retirement/mrp.html*](http://www.utexas.edu/hr/current/retirement/mrp.html)*. We will explain these and other administrative details to you during your initial orientation.*

If this offer is acceptable to you, please digitally sign this offer letter. 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,

Supervisor and or Director Name

Title

Full Name Date

**OPTIONAL TEXT RECOMMENDED BY CENTRAL HR**

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.