[*Date*]

[*Name*]

[*Address*]

Dear [*Candidate* *Name*]:

On behalf of The University of Texas at Arlington, I am pleased to offer you the position of [*title, posting number*], in the department of [*name of department*] reporting to [*name and title of supervisor*]. Your expected starting date of employment is [*starting date; department also may include factors on which this date is contingent*].

The annual salary for this [*full-time or part-time*], [*regular or temporary*], exempt, administrative position is $\_\_\_\_\_\_\_, paid monthly. The salary is the gross salary and is subject to deductions required by state and federal law and, if permitted by law, other deductions that you authorize.

You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. In addition, the University provides an additional benefit which allows for new employees to be eligible for medical coverage effective the first day of employment. The UT Arlington Human Resources Department will discuss all employee benefits with you at the time you complete the paperwork for your appointment, including the level of premium sharing provided by the University. All benefit elections must be made within 31 days of the date of employment. **Please be prepared to provide copies of your marriage certificate, your child (ren)’s birth certificates or appropriate adoption paperwork when enrolling your dependents for benefits.** You can review UT Arlington’s comprehensive benefits and retirement packages using the following links: [UT SELECT Benefits Guide](http://www.utsystem.edu/documents/docs/medical/ut-select-medical-plan-guide-prescription-drug-coverage-0) and [Retirement Programs Summary](http://www.utsystem.edu/documents/docs/ut-retirement-program/summary-retirement-programs).

The University now uses the federal electronic employment verification system known as E-Verify for all new hires and rehires. The E-Verify system compares the information that employees submit on their Form I-9 with records maintained by the federal government. The E-Verify program has stringent deadlines for processing verifications and penalties for non-compliance. **In order to meet these deadlines, click on the link to complete the** [**Form I-9**](https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18567)**. To complete the verification process, you will report to the Human Resources department on your first day of employment with your documents for I-9 verification.** You can find a copy of the I-9 and a list of acceptable documents to verify employment eligibility by going to: <http://www.uscis.gov/files/form/i-9.pdf>. We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.  You must meet the requirements of the Act to qualify for appointment.

Your administrative appointment is at will and without a fixed term and is subject to termination at the concurrence of the President. The appointment is also subject to the Rules and Regulations of the Board of Regents of The University of Texas System, regental and U. T. System policies, the rules and regulations of the University, and applicable state and federal laws. Please be advised that this offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check.

Please indicate if you accept this appointment by signing in the appropriate space below and return this letter to [*department address*] no later than [*date*].

Sincerely,

[*Name*]

[*Title*]

I hereby accept The University of Texas at Arlington’s employment offer as described in this letter. I understand that my acceptance of this offer does not constitute an employment contract.

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

Signature of Candidate Date

I do not accept The University of Texas at Arlington’s employment offer as described in this letter.

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Signature of Candidate Date