[*Date*]

[*Name*]

[*Address*]

Dear [*Candidate* *Name*]:

I am pleased to confirm your transfer to [*title, posting number*], in the department of [*name of department*] reporting to [*name and title of supervisor*]. Your salary upon transfer for this [full*-time or part-time*], [*regular or temporary*], [*non-exempt or exempt*] position is [*monthly $$ amount*] per month. We look forward to you joining our team on [*starting date; department also may include factors on which this date is contingent].*

We know with your talents and knowledge of the University, you will contribute to the continued success of our department.

This letter represents a transfer offer of employment; however it does not constitute an employment contract for any specified period of time. The appointment is subject to the Rules and Regulations of the Board of Regents of The University of Texas System, regional and U. T. System policies, the rules and regulations of the University, and applicable state and federal laws. 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. Please be advised that this offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check, if applicable.

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

Congratulations on your new opportunity!

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.

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Signature of Candidate Date

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

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

Signature of Candidate Date