



## Sample Offer Letter

[Date]

[Name]

[Address]

Dear [Student Name]:

On behalf of The University of Texas at Arlington, I am pleased to offer you student employment in the department of \_\_\_\_\_ reporting to \_\_\_\_\_. The hourly rate for this position is \$XX.XX per hour. Student assistant positions can work up to 19 hours per week. Your specific schedule will be discussed with your supervisor. Your dates of this employment are \_\_\_\_\_, XXXX through \_\_\_\_\_, XXXX.

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](#). 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.

Please be advised that this offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check. This letter represents an initial offer of employment; however it does not constitute an employment contract for any specified period of time. Your employment may be terminated at any time for misconduct, non-performance of job duties, inability to perform job duties, lack of funds, or other reasons.

The salary is the hourly rate for the indicated appointment period only and is subject to deductions required by state and federal law and, if permitted by law, other deductions that you authorize. This position is non-benefits eligible.

Please indicate if you accept this appointment by signing in the appropriate space below and return this letter to \_\_\_\_\_ later than \_\_\_\_\_, XXXX.

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