

#### Sample Offer Letter to New Employee

##### (Insert Date)

###### (Insert Name of Selected Applicant)

(Insert Address)

Dear ***(Insert Name):***

We are pleased to offer you the position of ***(Insert Job Title)*** at the ***(Insert Location)*** officewith the Texas A&M Forest Service at a ***(monthly/hourly)*** rate of ***($$$)*** with an anticipated start date of ***(DATE)***. This offer of employment is contingent upon successful completion of background check, including criminal history and verification of your credentials; your ability to provide employment eligibility documentation required by federal law; and if applicable, compliance with Selective Service law. This offer is not a guarantee of employment for any specified length of time by either party. While it is my hope you will have a long and productive career with the Texas A&M Forest Service, your employment (like that of all other non-faculty employees in the Texas A&M University System) will be “at-will,” which means that either you or the agency can terminate your employment at any time for any reason, with or without cause.

You will be eligible for participation in the Teacher Retirement System of Texas where the state will contribute 8.25%. The employee contribution rate is 8.25% for fiscal year 2024. We have excellent health benefits and the state pays a significant portion of your individual premiums commencing 60 days after your start date. Due to this 60-day delay we will be glad to share the options available to you during this waiting period. Other benefits include dental plans, vision plans, paid holidays, vacation leave and sick leave. More detailed information about your benefits will be provided during your new employee orientation on ***(applicable NEO dates)***. Under state law, we are not able to assist new hires with moving expenses.

I will have performance discussions with you through evaluations I will complete at the end of your first, third and fifth months. Please feel free to ask questions about the agency and/or your performance at any time.

I look forward to working with you as we serve the people of Texas! Please sign below indicating your acceptance of the terms and conditions of this offer and return.

Sincerely,

***(Hiring Supervisor Name)***

***(Title)***

I accept the terms and conditions of this offer.

***(Insert Name of Selected Applicant)*** ***(Insert Date)***