

#### Sample Offer Letter to Seasonal

##### (Insert Date)

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

(Insert Address)

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

I am pleased to offer you a temporary position as ***(Insert Name of Title)*** with Texas A&M Forest Service at the ***(Insert Location)*** office at an hourly rate of ***($$)*** with an anticipated start date of ***(Date)***. This is a seasonal position and not eligible for benefits.

This letter is not a contractual agreement or a guarantee of continued employment. This offer of employment is contingent upon successful completion of a criminal background check, your demonstration of your authorization to work in the United States and verification of degree(s)/certifications/licensure, if applicable. 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. This position is eligible for overtime under the provisions of the Fair Labor Standards Act.

We are pleased that you will be working with us and look forward to a positive working relationship.

 Sincerely,

 ***(Hiring Supervisor Name)***

 ***(Title)***

I accept the terms and conditions of this offer.

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