

TEXAS A&M UNIVERSITY
Chemistry Department
SAMPLE OF EMPLOYMENT LETTER

Insert Date

Insert Name of Selected Applicant

Insert Address

Dear *Insert Name*:

The purpose of this correspondence is to extend to you a formal offer of employment as *Insert Title* in the Department of Chemistry. The position you are being offered is for the period *Insert Date* through *Insert Date* at the annual salary of \$**X.XX**. (If not employed full time, please enter the percentage of FTE and the monthly salary earned; which is equal to ____ hours per week). The appointment is renewable for a second year upon mutual agreement. The requirements for this position are (*Describe degrees required and any related essential skills and experience*). Your duties for the position will include (*Describe in detail the duties of the job*). In addition you will be responsible for (*Describe in detail additional responsibilities assigned to the employee*). You will be expected to (*Relate in detail the expectations*). This position will be supported for this period by available funds from research grant ____provide grant reference ____.

Texas A&M University is an at-will employer which means that either you or the university is free to end the employment relationship at any time, with or without cause. The Department of Chemistry, as a good management practice, requires documented performance feedback by your fourth month.

You were selected for this position after an extensive recruitment effort (*Elaborate on the recruitment effort*). Your degrees in (*State the credentials of the employee*) and your experience in (*State the experience of the employee in the particular field*) make you amply qualified for this position.

This employment offer is contingent upon successful completion of a criminal background check, verification of degree(s)/licensure, upon you obtaining or holding the required visa status, continued satisfactory job performance, and availability of funds. Should you have any questions regarding the foregoing feel free to contact me.

Sincerely,

Insert Name
Principal Investigator

Simon W. North
Department Head

xc: Judy R. Ludwig

My signature indicates that I accept the position as described above.

Insert Name of Applicant

Date