

**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 follows the State of Texas rule that your employment is “at-will” meaning that either you or the university can terminate your employment at any time for any reason, 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

\_\_\_\_\_  
François P. Gabbai  
Department Head

xc: Teresa C. Wyatt

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

\_\_\_\_\_  
*Insert Name of Applicant*

\_\_\_\_\_  
Date