**[Month X]**, 2017

**[First and Last Name]**

**[Address]**

**[City, State, Zip]**

Dear **[First Name]**:

Congratulations! On behalf of **[Department/Unit Name]**, I write to inform you that you have been recommended for hire into the position of **[position]**. This recommendation now must be approved by the Office of Equity and Access before a formal offer can be extended to you. If you have any questions or concerns regarding this employment opportunity, or if you have accepted employment elsewhere or are no longer interested in the position, please contact me at **[e-mail address]** or **[512.245.XXXX]**.

Again, congratulations on achieving this pivotal stage in the employment process at Texas State University. It is an exciting time for the university, and we look forward to you joining our team.

Sincerely,

**[Hiring Manager Name]**

**[Hiring Manager Title]**