(Date)

Dear (prospective employee).

We are pleased to offer you the (position title) position at Texas State University. This is a full-time benefits-eligible position, at a gross monthly salary of $(monthly salary), less taxes and withholdings as required by law or designated by you, reporting to the (supervisor title) in (department name). Your anticipated start date is (start date). We are excited to offer you the opportunity to join the Bobcat community and look forward to supporting your success.

Texas State University offers a competitive benefit package including a choice of comprehensive health care plans, life insurance, and retirement programs designed to meet your individual needs. As a new employee, you are eligible to participate in these benefits on your first day of work. For more information on your benefit options, check out the  [**benefits summary**](https://www.hr.txstate.edu/benefits/Summary-of-Benefits-.html). Additionally, this position is eligible to accrue  [**paid leave benefits**](https://policies.txstate.edu/university-policies/04-04-30.html).  All of this and more will be reviewed during your onboarding meeting with the Human Resources (HR) Benefits team. If you have questions in advance of your start date, please do not hesitate to reach out to the HR Benefits team directly at hrbenefits@txstate.edu.

You will be required provide [**evidence of eligibility to work in the U.S**](https://www.uscis.gov/i-9)  no later than your first day of employment. Texas State University is an at-will employer, meaning either you or the University may end the employment relationship at any time, with or without notice or cause.

To accept this offer of employment, please sign this **letter within 5 business days**. Upon receipt of your offer acceptance, we will send you additional communication and instructions regarding your onboarding, including an invitation to attend an onboarding meeting with the HR Benefits team. Please contact me directly with any questions you may have.

We look forward to welcoming you to the Texas State University team. It’s a great day to be a [**Bobcat**](https://www.txstate.edu/about/history-traditions/fight-song.html)!

Sincerely,

Hiring Manager Name I accept the this offer of employment

Title

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature