<DATE>

<APPLICANTS NAME>

<ADDRESS>

<CITY, STATE, ZIP>

Dear <Applicant>,

I am pleased to offer you the position of <title>, in the department of <name of department> at Texas Tech University. In this position, you will report to <supervisor>. Additional information relating to this offer is outlined below. Further, a position description with specific information is attached. This description is not meant to be all-inclusive and is subject to change with or without notice.

 **Title:** XXX

 **Extended Title:** XXX

 **Department:** XXX

 **Direct Monthly (or Hourly) Compensation:** XXX

 **First Date of Employment:** XXX

It is important to note that this offer is contingent upon the completion of a criminal background check as well as verification of the information you provided to us during the interview process. Please demonstrate your intention to accept this position by virtue of your signature below no later than <date>. By signing below you acknowledge that this letter does not constitute a contract for employment and that a contract is not being offered. Unless otherwise specified, all employment at Texas Tech University is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or Texas Tech.

Please do not hesitate to contact me with any questions at <phone number>. Additionally, questions relating to eligibility and applicability of employment benefits may be directed to Human Resources at 806-742-3851.

Sincerely,

<Manager Name>

<Title>

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Signature of Applicant Date