

APPENDIX E - SAMPLE LETTERS

NOTIFICATION OF NON-SELECTION AFTER INTERVIEW

(Date)

Ms. Jane Smith
Rt. 2 Box 486
Dallas, Texas 75682

Dear Ms. Smith

Thank you for your interest in joining the Department at Texas Woman's University. Another candidate was selected whose qualifications more closely match the needs of the position.

We, the Search Committee, wish you much success in achieving your career goals.

Sincerely,

Chair, Search Committee

SAMPLE LETTERS - OFFER OF EMPLOYMENT

Date:

Name
Address

RE: Position

Dear **Name**:

I am pleased to offer you employment for the position of **Position** with Texas Woman's University beginning on **Start Date**. Your compensation will be at the rate of **\$Salary** per month. In addition, you will be eligible for all benefits extended to regular, full time employees.

This Offer of Employment is governed as an "at will" relationship under Texas law and is not for a specific period of time. Nothing in this letter or other University documents is intended to be an expressed or implied contract of employment between the parties on this subject. This letters contains the complete terms of employment and I understand that no other written or verbal terms exist.

This Offer of Employment, including maintaining continuous employment with TWU, is contingent upon successful completion of a background check, compliance with the Immigration Reform and Control Act of 1986, and the ability to perform the essential job functions of the position being offered (Job Description Attached). Also, depending on the position, employment will be contingent upon successful completion of a drug screen test.

Please come by the Office of Human Resources at 1219 Oakland Street, on or before your first day of employment to complete necessary paperwork. You are required to attend the TWU New Employee Orientation (NEO). Your NEO date is **NEO Date** at 8AM in the Office of Human Resources.

Sincerely,

Lewis Benavides
Associate Vice President for Human Resources

Agreed & Accepted:

Signature

Date

(Return one signed copy of this letter and the job description to Human Resources and Hiring Department)