Date

Name

Address

Dear \_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you an appointment as \*\*Title\*\* in the Department of \*\_\_\*

at the Texas Tech University Health Sciences Center (TTUHSC) School of Medicine in Lubbock effective \*\*Date\*\*.

Please be aware that this offer is contingent upon completion of a criminal background check as well as verification of information you provided during the interview process. Unless otherwise specified, all employment at TTUHSC is employment at-will.

The responsibilities and duties of your positions are:

You will work under the supervision of \*name(s) and title(s)\*

and the work will mainly be performed in Lubbock, Texas.

This position is non-exempt and compensation is $\_\_\_\_\_\_\_\_.00 per year, paid monthly. Payment is subject to deductions for applicable federal and state taxes.

Additional benefits include:

Various documents are required to be processed and orientation and training will be required.

If you agree to the terms of this offer, please sign where indicated below and return it with an original signature by \*\*Date\*\*. If you are unable to respond by this date, I would appreciate your informing my office at your earliest convenience.

Sincerely,

FACULTY MEMBER MAKING THE OFFER and

P. Michael Conn, Ph.D.

Senior Vice President for Research and Associate Provost

MS 6252 HSC

Texas Tech University Health Sciences Center

**NAME DATE**

xc: Department Chair

 Research Office / Graduate School

 File

Other?