

TTU Departmental Letterhead

TTU Department Student Employment Sample Letter

Essential Information Highlighted

<Date> (MM/DD/YYYY)

Dear <Employee's Full Name>,

I am pleased to offer you the position of <Title> in the department of <Name of Department> at Texas Tech University. Additional information regarding this offer is outlined below.

Job Description: (example: Teach, grade, hold office hours, and assist faculty.)

Anticipated Employment Start Date (MM/DD/YYYY)

Number of Hours Each Week: (example: 20 hours/week)

Direct Compensation (hourly, monthly, or yearly): (example: \$/annual)

This letter serves as verification of employment status for Social Security card application purposes. Unless otherwise specified, all employment at Texas Tech University is at-will. At-will may be terminated with or without cause and with or without notice at any time by the employer at TTU.

Please do not hesitate to contact me as the immediate supervisor with any questions.

Sincerely,

<Signature>

<Manager/Supervisor's Name>

<Title>

<Phone Number>

Signature of Employee

Date

EIN: 75-6002622