



**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE**

700 UNIVERSITY BLVD., MSC  
KINGSVILLE, TX 78363-8202  
PHONE 361-593-

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Dear \_\_\_\_\_,

We are pleased to offer you the position of \_\_\_\_\_ with the Department of \_\_\_\_\_  
at Texas A&M University-Kingsville, beginning on \_\_\_\_\_.

Your \_\_\_\_\_ will be \$ \_\_\_\_\_. Your position as a student employee is dependent on your student enrollment status and will end no later than \_\_\_\_\_. You will be under the supervision of \_\_\_\_\_ or designee(s) during your employment. There is no implied guarantee or promise of future employment.

This offer is contingent upon you obtaining or holding the required work authorization to allow you to work in the United States and satisfactory job performance, availability of funds, as well as compliance with all applicable University Rules, Regulations and Policies. In addition, this offer is conditional on the satisfactory completion of a criminal history background check.

Pursuant to System Policy 32.02 all non-faculty positions in the System are “at will,” meaning that any non-faculty employee may be dismissed from employment with or without cause at any time. In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any University representative have entered into a contract regarding the terms or the duration of your employment.

You are required to attend new hire orientation with the Office Employee Services prior to the commencement of your responsibilities. You will be contacted via email when you may submit the necessary paperwork to the Office of Employee Services and receive details of your new hire orientation. You will be compensated for the time that you spend in this orientation. All employees must attend orientation. Failure to timely attend orientation will result in delayed employment or retraction of this offer. If you have any questions, please contact the Office of Employee Services at 361-593-3705.

We are pleased that you will be joining us, and we know you will be an asset to our department. If you agree to the stipulations above, please sign and return this letter to \_\_\_\_\_.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date