***COVID-19 VERISON***

Dear (name):

Congratulations! On behalf of [Department/Unit Name], I write to extend to you an offer of employment at monthly salary of $[xx,xxx]. This is a gross monthly salary subject to deductions for taxes and other withholdings as required by law or designated by you. If you accept this offer, your title will be [title] beginning on [date]. You will report to [supervisor], [supervisor’s title]. Your New Employee Welcome (N.E.W.) is mandatory and will take place in two virtual parts:

**Virtual N.E.W. I:** Human Resources staff will explain your employee benefits and help you complete your new hire paperwork. This session will be held from 9 -11:15 a.m. Please have ready:

* Social security numbers, birthdates and addresses for yourself and dependents

Please register through the [N.E.W. Registration Form](https://www.hr.txstate.edu/New-Employee-Welcome/orientation-training/new1registerform.html) on the [N.E.W. website](https://www.hr.txstate.edu/New-Employee-Welcome/orientation-training.html) *(*[*www.hr.txstate.edu/New-Employee-Welcome/orientation-training.html*](http://www.hr.txstate.edu/New-Employee-Welcome/orientation-training.html)*)*. You will also find helpful checklists to help you prepare for your start at Texas State.

Expect communications from your supervisor regarding where to park and report on your first day. HR will email you regarding attending Virtual New Employee Welcome via Zoom Meeting.

​**Virtual N.E.W. II:** This session is held the second Friday of each month from 8:30 a.m. until approximately 10:30 a.m. This session includes an overview of Texas State and information about the many benefits and opportunities associated with employment at Texas State. More details after your start date.

This offer is contingent on the satisfactory completion of a criminal background investigation and any other required pre-employment screening steps required for your position.

We look forward to seeing you on (date). If you have any questions regarding this offer of employment, please do not hesitate to contact me at [e-mail address] or [(512) 245.XXXX]. If you accept, please sign below, keep a copy for your records, and return the signed original to me.

Sincerely,

(your name)

(your title)

I accept this offer of employment.

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***[First and Last Name]*** Date