

May 17, 2024 ID Number:\_\_\_\_\_\_\_\_\_\_\_\_

Candidate First and Last Name,

I am pleased to confirm your appointment as JOB TITLE with the OFFICE/DEPARTMENT at the University of Houston-Clear Lake. The pay for this part-time position is $XX.XXX per month or hour. Your official hire date will be DAY, MONTH, DATE, YEAR. Please note nothing in this letter creates a contract or property rights to continued employment or changes the employment-at-will relationship between yourself and the University. This assignment is tentative and subject to change.

The appointment is subject to all rules and regulations of the University of Houston-Clear Lake and applicable statutes of the State of Texas. The University of Houston-Clear Lake complies with the Immigration Control and Reform Act. **Prior to your start day, before performing any work, you must appear in the Office of Human Resources (B2537) to present this letter along with proof of eligibility to accept employment in the United States.** If you have questions about acceptable documentation, please contact the Office of Human Resources.

I understand that, if I am a new hire or have had a break in service, my employment is contingent upon the successful completion of a criminal background check as required by UHS Policy SAM 02.A.37. I will only be notified if the Office of Human Resources needs additional information or if I do not pass the background check.

If you accept the terms and conditions of this appointment, please indicate your acceptance on the signature line below and return the original letter. We look forward to you joining our university family and to the positive contributions we know you will make at the University of Houston-Clear Lake.

Sincerely,

**Hiring Authority**

 ACCEPTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date