Date

Name
Address
City, State Zip Code

Dear Mr. Name:

I am pleased to advise you of your appointment to the University of Texas at El Paso. The following is a summary of your employment status:

- Job Title:
- Employment Effective Date:
- Number of hours/week:
- Employee's Supervisor:
- Supervisor's Telephone:
- Employer Tax ID: 74-6000813

We are impressed with your skills and accomplishments and fee your background and experience is a good match for our present needs. We look forward to having you join us here at the University of Texas at El Paso.

Sincerely,

Department Signature
Title