**DRAFT – Offer Letter Template for Graduate Assistants (Re-appoint/Rehire)**

Date

Mr./Ms. First Name Last Name

Address

City, State Zip

Dear Mr./Ms. Potential Employee:

I am pleased to offer you the position of (*insert title*), Title Code *(insert title code*), in the Department of *(insert Department Name)* at Prairie View A&M University (*insert monthly salary for GAT/GAR or insert hourly rate for GANT*). The duration of this appointment is from (insert date) through (insert date). Your work week may not exceed *(insert number of hours to be worked per week (25 hours for GANT or 20 hours GAR or GAT).*

Your benefits eligibility is based on the percent and duration of service to the University. To review your benefits eligibility information, please to go to HRCONNECT at: [sso.tamus.edu](file:///C:\Documents%20and%20Settings\dsmarshall\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\NNYXCLYX\https;\sso.tamus.edu).

Should you have any questions regarding this offer, please do not hesitate to call me. Please indicate your employment decision in the appropriate space below, sign your name, and return the original copy of this letter to me by *(insert date).* We are looking forward to having you as a new member of the Prairie View A & M University team. We feel your qualifications and experience will add to our talent pool, and in turn, believe the University can provide you with opportunities for personal and professional growth.

Sincerely,

Director/Department Head/Dean

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President

***I accept the position offered above.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

***I decline the position offered above.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

xc: Vice President for Business Affairs