

Date

Employee Name
Employee Address
City, St, Zip Code

Dear Name,

The University of Houston is pleased to offer you a (transfer type) to the position of (position title) with the (hiring dept) beginning on (start date). We look forward to expanding your knowledge, skills and abilities as you continue to grow with the University. Should you choose to accept our offer, your new pay rate will be \$ (amount) per (month/hour). This position is (exempt/non-exempt).

Transferring within the University allows your current benefit elections to remain unchanged, however if your (transfer type) affects your FTE there may be an impact on your benefit deductions. We encourage you to contact a Human Resource Benefits Specialist to review your individual elections and options within 30 days of this event.

Please indicate acceptance of our offer for the (position title) position by signing this letter below and returning it no later than five working days from the time of receipt. Acceptance of this new role does not alter the at-will nature of your relationship with the University of Houston. If you have any questions about this position, please feel free to call (hiring dept) at (phone).

Sincerely,

(Hiring Manager)

I hereby accept this (transfer type) within the University of Houston.

Signature

_____/_____/_____
Date