



October 19, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: New Offer Letter Template

We have updated our Recruiting Website to include a new offer letter template to be used for New Hires/Rehires in the College of Ag and Life Sciences (02 adloc/sup orgs only) which includes new language on the options for enrolling in benefits on the first day.

Attached is a copy of the template for your review, and you can also access it on our Recruiting website at:

<https://agrilifeas.tamu.edu/hr/supervisor-toolkit/recruiting/> then scroll down to

[Workday Offer Letter Templates](#)

Remember the AgriLife offer letter template wording should be cut and pasted into the Workday Offer Letter step if hiring someone through Workday recruiting. If you have questions on offer letters please contact your HR Generalist, and if you have questions on the new benefit enrollment options for 02 employees please contact AgriLife Benefits Office.

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Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423

Note: Please do not reply to this email, as this email address does not accept reply messages.