<<Department Letterhead>>

<<Date>>

<<Candidate Name>>

Dear <<First Name>>:

I am writing to confirm the verbal offer of employment that was extended to you as <<Rank>> with the Department of <<Department Name>> at the University of New Mexico to begin on <<Date>>. As we discussed, your <<9 month/12 month>> base salary will be $<<XX,XXX.XX>>.

This is a tentative job offer, subject to review by UNM Provost and Office of Academic Affairs. We have requested their decision and the UNM Provost will provide you with your official offer letter and employment contract which, upon acceptance, will become legally binding to UNM and you. Your offer letter will be sent to you electronically via UNMJobs.

The official letter of offer will contain details of your rights and responsibilities as a faculty member including your initial workload assignment, office/laboratory space, startup monies, research support and professional development support, and/or moving and relocation expenses.

Faculty holding lecturer appointments are including in the bargaining unit represented by United Academics of UNM (UA-UNM).

Let me emphasize how enthusiastic the faculty members in the Department of <<Department Name>> are about the prospect of you joining us as a colleague. If you have any questions, or if we can assist you in any way, please contact my office at (505) <<XXX-XXXX>>.

Regards,

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Department Chair/Director

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Dean