**[Department Letterhead]**

**[Date]**

**[Recipient Name]**

**[Street Address]**

**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

Congratulations, we are pleased to welcome you to join New Mexico State University.

The Department of **[Department Name]** would like to extend an offer of employment to you for the position of **[Position Title]**. In this position, you will be employed at a **[FTE],** working approximately **[#]** hours per weekat **[$ Amount per hour/an annual salary of $ Amount]**. This position is **[nonexempt/exempt]** for purposes of federal wage-hour law. The anticipated start date of the position is **[start date]**.

[Include for .75 FTE +:] NMSU values all of our employees and strives to provide a strong benefits package. This position is eligible for all available NMSU benefits, for a complete list of available benefits, please visit [benefits.nmsu.edu/](file:///%5C%5Chrfs-p1%5Chr%24%5Ccommon%5CEmployment%5CForms_Letters%5Cbenefits.nmsu.edu%5C). To register for new employee orientation, please visit [neo.nmsu.edu/](http://neo.nmsu.edu/). New hires and newly benefit eligible employees must submit benefit enrollment/waiver forms within the first 31 days of initial benefit-eligible employment. If you miss your first opportunity to enroll in medical, dental, vision or flexible spending account benefits, your next opportunity will be during the next Open Enrollment period or within 31 days of a qualifying event. Other benefit plans may allow late enrollment but may be limited and proof of good health may be required.

[Include for <.75 FTE:] This position is eligible for select NMSU benefits. For a complete list of available benefits, please visit [benefits.nmsu.edu/part-time-facultystaff-benefits/](https://benefits.nmsu.edu/part-time-facultystaff-benefits/).

As a condition of employment within the New Mexico institutions of higher learning, eligible employees are required to contribute toward a defined benefit retirement plan administered by the New Mexico Educational Retirement Board (NMERB). For information regarding contributions, retirement eligibility and other details of this program please visit [www.nmerb.org](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nmerb.org&data=01%7C01%7Ccemartin%40nmsu.edu%7Cfa0a6c4eb6564e39ba6108d787e8ce18%7Ca3ec87a89fb84158ba8ff11bace1ebaa%7C1&sdata=Dl8JglTUeRLVEhRAKp%2BPSngz9Ie0E%2FzzqrYtS9G3ASQ%3D&reserved=0) and [benefits.nmsu.edu/retire/](https://benefits.nmsu.edu/retire/). NMERB retirees must provide a copy of their approved Return to Work Application prior to your start date.

As **[an Exempt/a Non-Exempt]** employee you will have a probationary period of **[exempt one year/non-exempt six months]** as outlined in NMSU Administrative Rules and Procedures Section 9.01. For complete details on all NMSU policies & Administrative Rules and Procedures of NMSU, visit [legal.nmsu.edu/](http://legal.nmsu.edu/).

NMSU is an EEO/AA Employer. This offer of employment is contingent upon verification of identity and employment eligibility on the Form I-9, as required by the Immigration Reform and Control Act of 1986 and the results of a criminal history check.

**I-9/E-Verify Guidelines [Follow the** [**I-9 Quick Guide**](https://hr.nmsu.edu/form-i_9-e_verify/) **to determine if I-9 is needed]**

Upon acceptance, one of the first steps of your employment is to complete Section 1 of the electronic Form I-9. Please visit the [Electronic I-9 Completion Website](https://hrx.talx.com/ec/#/login/21536/Template/e8ce8b92-2493-4d77-b26d-6eec3e936e07) and complete Section 1 of the electronic form no later than the first day of employment. You will need the following information:

Location: **[Enter the Department Org Name]**

Start Date: **[The first day the employee begins work for pay]**

On [**date specified or on/before the first day of work for pay**], you must report to **[enter name and location address]** with your original [**acceptable documents**](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents#Acceptable%20Documents%20for%20I-9) to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.

Please note upon acceptance of this offer you will receive an electronic notification from HireRight Customer Support to complete the electronic Background Verification. The notification will include a web address, login, and password. The Background Verification will expire within 5 days of receipt of the notification.

[Include if providing moving expenses] If you accept this offer of employment, you may be reimbursed up to $**XXXX** for allowable moving expenses which will be subject to all mandatory federal and state taxes.  Please refer to Section 5A.40 of the NMSU Business Procedures Manual at [af.nmsu.edu/bpm/](http://af.nmsu.edu/bpm/)  for the established policies and procedures for reimbursement of reasonable moving expenses.  Contact NMSU Accounts Payable at 575-646-1189 for additional guidelines or visit [www.irs.gov](http://www.irs.gov) for IRS guidelines.

This offer of employment is subject to the laws of the State of New Mexico and university policies. The specific terms and conditions of your position may be changed without the necessity of a written addendum to this letter of offer.

If you accept this offer of employment, please sign below and return this letter to us by .You may [**fax/scan]** the signed original offer to the attention of **[Name]** at **[Fax number/email address]**. If you have any questions, please contact at **[Phone Number]**.

Sincerely,

**[Offering Supervisor Name]**

**[Title]**

Enclosures: [Department may modify as needed] Form W-4, NMERB Form 42, NMERB Data Form, Benefit Enrollment/Waiver Form

**Notification of Acceptance**As indicated by my signature below, I accept employment at New Mexico State University under the conditions specified in the above letter of offer:

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Signature Date