Date

Name

Dept

New Mexico State University

P.O. Box 30001, MSC \_\_\_\_\_

Las Cruces, NM 88003

Dear Name:

I am pleased to offer you a **hardship differential** for the department of \_\_\_\_\_\_\_\_. Your principal responsibilities will be to manage the day-to-day business activities of \_\_\_\_\_\_\_\_. The effective date of this appointment is \_\_\_\_\_\_\_\_ and will end on \_\_\_\_\_\_\_\_ or when this service is no longer required.

Your total annual salary for this temporary **hardship differential** will be \_\_\_\_\_\_\_\_. This amount will be comprised of your base salary of \_\_\_\_\_\_\_\_ and a temporary differential in the amount of \_\_\_\_\_\_\_\_.

As a condition of employment at New Mexico State University, you agree to uphold ethical standards appropriate to your position, including, but not limited to, standards applicable to conflicts of interest and conflicts of commitment as defined by university policies.

Please indicate your willingness to accept the terms of this offer by signing below and returning this to me no later than \_\_\_\_\_\_\_\_.

Sincerely,  **Notification of Acceptance**

As indicated by my signature below, I accept employment at New Mexico State University

Name as specified in this letter of offer.

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                    Signature – \_\_\_\_\_\_\_\_ Date

cc: Personnel File