**Logo

Description automatically generated**

**Travis County**

**[DEPARTMENT/OFFICE EXECUTIVE/HEAD]**

[Street Address]

Austin, Texas 78###

(512) 854-####

[Date]

[Candidate Name]

[Candidate Address 1]

Dear [Candidate Name]:

Congratulations! I am pleased to confirm an offer of employment to you as a/an **[Position title]** with the Travis County **[Department]** reporting directly to **[Supervisor Name/Title].** Your first day of employment is scheduled for **[Start Date].** This offer is contingent upon **[Conditions - i.e. background check/CJIS/etc]** and your ability to provide proof of your eligibility to work in the United States.

**Offer Acceptance**

By accepting this offer of employment, you certify your understanding that your employment with

Travis County will be **Just Cause**, meaning that you as an employee may only be terminated for Just Cause.

**New Hire Orientation (NHO)**

Your department HR Liaison will register you for New Hire Orientation. NHO is now online and can be accessed at any time. Benefits enrollment MUST be completed within 30 days of your hire. You will receive information about Benefits from the Benefits Department once you are registered for NHO.

**Your Compensation**

Your annual gross salary is [**$xx,xxx.xx]**. Employees are paid twice per month**,** the 15th and last day of the month. Travis County is on a delayed payroll system; therefore, you can expect to receive your first paycheck on [**Date]** for the pay period **mm/dd/yyyy** through **mm/dd/yyyy.** Please note that this is an **[exempt or nonexempt**] position which means you **[are not/are]** eligible to receive overtime pay or compensatory time.

**Your Benefits**

Travis County offers an array of benefits. As a full-time, regular employee you are eligible to enroll in one of multiple health care plans that are administered by United Health Care. You will also be enrolled in the County’s retirement program, which is administered by the Texas County and District Retirement System (TCDRS). Seven (7) percent of each gross paycheck will be deducted for contribution. Full vesting takes place after eight (8) years. In addition to these benefits, you may choose to participate in a variety of supplemental benefit plans. Additional information regarding health insurance options is available through the NEOGOV Onboarding portal. Other benefit options will be explained at Travis County New Hire Orientation (NHO).

Should you have questions, please contact **[Department Contact]** at **[###-###-####].**

Sincerely,

[AUTHOR NAME, TITLE]

cc: [IMMEDIATE SUPERVISOR/TITLE]

[OTHER APPLICABLE INDIVIDUALS TO RECEIVE COPY]

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Candidate Signature Date

Offer Accepted