

SAMPLE LETTER  
ACKNOWLEDGE ACCEPTANCE OF POSITION

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

Welcome to UNLV! We were pleased to receive your recent letter accepting the position of [title] in the [department/school/unit]. Please remember that in order to complete your employment packet we will need the following **before the starting date of your contract:**

Biographical Data Sheet (*enclosed*)

Three recent letters of recommendation

Official transcripts from each collegiate institution attended

Personal Data Form (*enclosed*)

W-4 Form (*enclosed*)

Oath (*enclosed*)

I-9 (Employment Eligibility Verification) Form (*enclosed*)

Essential Functions Form (*sent as part of your offer letter*)

Please: (1) complete the *enclosed* forms as soon as possible and return them to the address listed below and (2) request official transcripts from each collegiate institution attended and *three letters of recommendation*. Please ask that all transcripts *and letters of recommendation* be mailed to the address listed below, attention [name]. You may also return the enclosed forms to [name].

Again, welcome to UNLV. Please let us know if there is anything we can do to assist you in your relocation.

Sincerely,

xxx

xxx

Enclosures

Cc: Provost's Office