

Date

Dear Student,

I am pleased to inform you that you have been selected for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ position with \_\_\_\_\_\_\_\_\_\_\_\_. Your rate of pay will be $\_\_\_\_\_\_\_ per hour for up to \_\_\_\_\_ hours per week.

Your projected begin date is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your assignment will end \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with consideration for summer employment and/or the upcoming academic year provided the departmental budget allows and there are no performance issues. If you accept this offer, you must complete New Hire Paperwork before you can begin working. Please see attached instructions. Once paperwork and your request to hire is approved, you may begin working.

Please indicate your decision to accept this position by responding by (email, phone or in person) no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

xxxxxxxxxxxxx