Date:

To: <*Student Worker Name>*

From: <*Supervisor Name, Hiring Department Name>*

Regarding: Offer of Student Employment- <*Student Position Title>*

Congratulations! I am writing to officially offer you the *<Position Title>* position with the *<Hiring Department>*. The number of hours you will be scheduled to work is *<XX>* hours per week and you will be paid *<$X.XX>* per hour.

Your employment and start date are dependent on the successful completion of all necessary hiring paperwork, which is the next step in the hiring process.

Please respond to this email/letter within three (3) business days stating whether you accept this offer of employment. Once you have accepted the position, the Student Employment Office will contact you regarding your hiring paperwork. If you have questions about this information, please contact me at *<supervisor email>*.

We look forward to having you on our team.

Sincerely,

<*Hiring Department*>