

Carnegie Mellon University

Date:

To:

From:

Regarding: Offer of Student Employment -

Congratulations! I am writing to officially offer you the _____ position
with the _____ for the _____ academic year/summer
semester.

The dates of your employment are _____. Your supervisor will be _____.
You are scheduled to work _____ hours per week and will be paid \$ _____ per hour.

Please return your signed offer letter to _____ no later than _____. By
signing this offer letter, you are agreeing to take on this position and its stated duties and
responsibilities. General student employment information can be found on the [Career
& Professional Development Center website](#).

We look forward to your contributions to the department and to Carnegie Mellon in this
student position.

Sincerely,

I accept the aforementioned offer.

Student Signature

Date