**To:** Student

**From:** Manager

**CC:** Department Initiator

**Sample Subject:** Confirmation of Student Position

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Dear <Student Name>,

Congratulations! This email confirms that you will begin serving as the <Position Title> within the <Hiring Department>, effective <Date>. This position will end on or before <Date>. Your supervisor will be <Supervisor Name>. Your rate of pay will be <$> hourly, and we expect that you will be working <hours or range> hours per week. You will need to track and report the number of hours you work in Workday. <The department may clarify when weekly/biweekly hours should be submitted for approval.>

General student employment information can be found at the [Career and Professional Development](https://www.cmu.edu/career/students-and-alumni/on-campus-employment/index.html) [Center website](https://www.cmu.edu/career/students-and-alumni/find-a-job-or-internship/on-campus-employment-for-students.html).

Thank you for your <continued> service. We are looking forward to your contributions to the department and to Carnegie Mellon in this student position.

Sincerely,

<Manager>