

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 *to* . 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 at the [Career and](https://www.cmu.edu/career/students-and-alumni/on-campus-employment/index.html) [Professional Development Center website](https://www.cmu.edu/career/students-and-alumni/on-campus-employment/index.html).

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