**To:** Student

**From:** Manager

**Sample Subject:** Confirmation of Student Remote Position with Contingency Language

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 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.>

If you are receiving a higher rate of pay due to a higher local/state minimum wage as a remote worker and move back to Pittsburgh, your rate of pay will be adjusted back to an equivalent Pittsburgh based hourly rate of <$Rate>. This offer is contingent on you being physically present in the U.S. with appropriate visa status and work authorization when this position commences and for the duration of the remote work performed.

This remote arrangement is limited to this academic year to provide flexibility for any continuing COVID-19 considerations or uncertainties. As a result, this offer is contingent upon a number of variables, including but not limited to whether this position will be needed for the full term referenced above, and whether your role involves work that must be performed in-person or can continue to be performed remotely. If at any point in the academic year we are unable to continue this position remotely such that you would need to perform this role in person, or such that the department can no longer fund the position, you may be required to work in-person on campus and/or your employment could be terminated.

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