

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 2020-21 academic year. The dates of your employment are _____ to _____. 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 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