MONTH DATE, YEAR

Dear [STUDENT NAME],

Based on your experience and the quality of your interview, I am pleased to offer you the position of [UNIVERSITY TITLE] with the [DEPARTMENT NAME]. We are impressed with your skills and credentials, and feel your background and experience are a good match for our needs.

You will be compensated at $[WAGE/HOUR] and will be scheduled to work [AGREED UPON SCHEDULE TIMES AND DAYS] hours per week with possible changes to the work schedule. Your start date will be [DAY AND DATE] and you will be reporting to [DIRECT SUPERVISOR, POSITION].

Soon you will be receiving an email communication from Human Resources Services outlining an online form you need to complete and further instructions about attending a New Employee Registration (NER) session in the near future. Please carefully follow these instructions so that you can begin to work.

You're welcome to contact me [SUPERVISOR PHONE NUMBER] with any questions. We look forward to having you join our team!

Sincerely,

[HIRING SUPERVISOR SIGNATURE BLOCK]