

[Date]

[Student Name]
[Student ID Number]
[Address]
[City, State, Zip Code]

Dear [Student Name],

We are pleased to offer you the part-time position of [Job Title] at [Department Name]. We believe your skills and background will be a valuable asset to our team.

The details of your employment are as follows:

- **Start Date:** [Date]
- **End Date:** [Date] (Subject to renewal based on performance and funding)
- **Hourly Wage:** \$[Amount] per hour
- **Work Schedule:** Approximately [Number] hours per week
- **Supervisor:** [Supervisor Name]

As a student worker, your primary responsibility is your academic success. Your work schedule will be coordinated with your supervisor to ensure it does not conflict with your class schedule. Please note that this position is contingent upon maintaining [Minimum GPA] and active enrollment in at least [Number] credit hours.

Your duties will include: [Briefly list 2-3 main tasks].

To accept this offer, please sign and return this letter by [Deadline Date].

Welcome to the team! We look forward to working with you.

Sincerely,

[Hiring Manager Name]
[Title]
[Department]

Acceptance:

I accept the offer of part-time employment as outlined above.

Signature: _____ Date: _____