

[DEPARTMENT LETTERHEAD]

[Date]

To: [Student]
From: [Supervisor]

Congratulations! This is your official offer letter for the position of [Job Title] at [Department Name] for [semester or academic year].

Please mark your calendar for these important dates:

[Dates of training & first day of work]: Official start date and pre-semester training

[Date of end date]: Official end date

This is a student assistant position paid an hourly wage of [\$\$]. You are expected to work [##] hours per week and to commit to working at the [department name] for the [insert semesters]. The position will continue into the [next] semester based on performance. This experience is in-person.

We ask you to accept or decline this offer. Please respond either way by [date].

We greatly look forward to having you continue on our paraprofessional team at the [Department Name] Please don't hesitate to contact me if you have any questions!

I accept the aforementioned offer.

Signature

Date