

Letters can be given to student in person, scanned and sent by email, by fax or through the mail.

On Company Letterhead

Company Address

Phone, fax and email

Date

Student's Name

Student's Mailing Address

Dear Student:

It is my pleasure to offer you a position as **INSERT JOB TITLE** at **INSERT COMPANY NAME**. Your assignments include **INSERT DESCRIPTION OF WORK TO BE PERFORMED**.

The starting date for this position is **START DATE**, ending on **END DATE**. The work will be **FULL-TIME** (40 hours per week) or **PART-TIME** for **X hours per week** (20 hours or less per week). The location of the job is **CITY, STATE**.

OPTIONAL: You may include any other information required by your organization such as Orientation dates, Pay Rate, non-disclosure agreements, or any other requirements prior to work, such as Drug Testing.

We look forward to working with you.

Sincerely,

Signature

SIGNED BY HUMAN RESOURCES OR DIRECT SUPERVISOR
TITLE

Email if not listed above.