

*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.