

<Official letterhead>

January 1, 2024

Hello,

This letter is to confirm that (student name) has been offered a position as a/an (name of position) in the (department name).

(Student name) will be scheduled for (number of hours per week) based on the availability given. (Explain job duties and position further if necessary). (Student name) will be on the schedule from (start date) to (end date).

A handwritten signature in black ink that reads "John Doe". The signature is fluid and cursive, with the first and last names clearly distinguishable.

John Doe

(Title, department)

(Contact information)