

Date

Student name

Student street address

Student town, state, zip code

To Whom It May Concern:

Please accept this letter as confirmation that Student has been offered employment with Company Name as Position title, beginning Date. The details of this offer of employment are as follows:

- Employment begins on Date
- Employment ends on Date
- This position is full-time/part-time, consisting of number hours per week
- General responsibilities of this position include, but are not limited to:
  - o Responsibility
  - o Responsibility
  - o Responsibility

If you have any questions or require further information, I can be reached at telephone or by email at email address.

Sincerely,

Signature

Typed name

Position

Company Address