June 3, 2014

Dear (Student Name),

Thank you for interviewing for the position of (JOB TITLE) with (DEPARTMENT NAME). Please consider this the official job offer for the stated position.

As we discussed over the phone, your start date will be (DATE). You will be compensated at the (LETTER) Level [($wage/hr)] and will be scheduled to work (AGREED UPON SCHEDULE TIMES AND DAYS) hours per week with possible changes to the work schedule.

You will be reporting to (DIRECT SUPERVISOR, POSITION). Please go to <http://www.wmich.edu/hr/formi9/documents.html> to see what documents you must provide to complete your new hire forms.

You're welcome to contact me with any questions. We look forward to you joining our team!

(Hiring Supervisor Signature Block)