

*Printed on company letterhead

Student name

Date

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,

Supervisor's signature

Supervisor's typed name

Supervisor's position

Company Address