######

######  Current Date

###### Student’s Name

Student’s Address

Dear Student:

I am pleased to offer you the role of (title) in the Chemistry Department at an hourly rate of $(salary). This offer of employment is contingent upon successful completion of a criminal background check. I will be your immediate supervisor. Your start date for this position will be (start date).

This offer is not a guarantee of employment for any specified length of time by either party. The job will be contingent upon availability, need and job performance.

We are pleased that you will be working with our office and look forward to your success. Please sign below indicating your acceptance of the terms and conditions of this offer and return.

Sincerely,

Supervisor’s Name

Supervisor’s Title

Chemistry Department

I accept the terms and conditions of this offer.

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Student Name Date

cc: Personnel File