

[INSERT DEPARTMENT LETTERHEAD]

[Date]

To: [Student's Name]

From: [Your Name, Title]

Congratulations! I'm writing to officially offer you the position of [Job Title] at the Stony Brook University [name of department] for the 2024 – 2025 academic year.

Please mark your calendar for these important dates:

Monday, August 22, 2024 – Friday, August 26, 2024: Official start date and pre-semester training

January 2024: Official return date for spring semester will be negotiated based on your availability (usually a week before spring classes begin)

May 2025: Official end date will be negotiated based on your class schedule

You will be paid an hourly wage of [\$\$] and are expected to commit [##] hours per week during the academic year. You are expected to commit to working at the Career Center for the Fall 2024 and Spring 2025 semesters.

We look forward to having you join our staff at [department name] and become a member of our team. Don't hesitate to contact us if you have any questions.

I accept the aforementioned offer.

Signature

Date

Print Name