Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We are very pleased to offer you a position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Wayne State University in the department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ working \_\_\_\_\_\_ hours total per week. You will begin employment on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This offer is contingent upon your registration of fulltime credits or OISS authorization to be less than full time in your program of study and having valid health insurance. We look forward to your contributions to the department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and wish you a productive and rewarding experience.

Thank you,

Department Representative

(\_\_\_) \_\_\_ - \_\_\_\_