

[INSERT DEPARTMENT LETTER HEAD]

To: [Student's Name]

From: [Your Name, Title]

[Date]

Congratulations! I'm writing to officially offer you the position of [Job Title] at the University of Alabama at Birmingham [name of department] for the 2022 – 2023 academic year.

Please mark your calendar for these important dates:

- **Monday, August 22, 2022 – Friday, August 26, 2022:** Official start date and pre-semester training
 - **January 2023:** Official return date for the spring semester will be negotiated based on your availability (usually a week before spring classes begin)
 - **May 2023:** Official end date will be negotiated based on your class schedule
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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 2022 and Spring 2023 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 offer mentioned above.

Signature: _____

Print Name: _____

Date: _____