August 2, 2017

Dear [student’s name],

I am pleased to offer you a work-study position with [department/office/lab name] for the upcoming academic year as outlined below! Please sign and return this letter by [due date] to accept the position. If you have any questions, please feel free to reach out to me at [phone number] or via email at [email].

I look forward to working with you this year!

 Sincerely,

 [Supervisor Name]

 [Supervisor Title]

 [Supervisor Department]

Student’s Name: [Student’s Name]

Student’s PID: [PID]

FWS Position Name: [Position Name]

Position ID in JobX: [ID]

Wage Rate: [Rate]

Estimated Number of Hours per Week: [Hours]

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 Student’s signature PID Date