May 15, 2015

Jane Doe

121 Hollywood Blvd

Ellensburg, WA 98926

Dear Jane,

I am very pleased to offer you employment as Office Assistant in \_\_\_\_\_\_ Department at Central Washington University.  This letter details the specifics of our employment offer and this appointment.

This is a 12 hour a week position.  Your employment will commence on Tuesday, May 26th and go until your last spring quarter final. Your compensation will be $9.47. Your position will pick up again for the next academic year on the first day of class, September 23rd.

Your appointment is a temporary position and will be effective as long as you are enrolled as least half time (6 to 11 credits) at CWU.

On your first day I will go over our office expectations, your responsibilities and our policies. You will also have an opportunity to watch the required trainings: <http://www.cwu.edu/student-employment/required-student-employee-training>

If you are a person with a disability and require a reasonable accommodation in order to perform the duties of your position or if you have any questions about the accommodation process, contact Disability Services at 509-963-1202.

I am excited about you joining us in supporting the mission of our \_\_\_\_\_\_\_\_ Department; I trust that you will find your association with our department to be both personally and professionally rewarding.  Please contact me if you have any questions about this letter or your employment.

Sincerely,

John Smith

Supervisor