

# HIRING COMPANY

Corporate Headquarters | 123 Business Way, Suite 500 | City, State, Zip

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October 24, 2023

[Student Name]

[Student Address]

[City, State, Zip]

**Subject: Offer of Employment**

Dear [Student Name],

We are pleased to offer you a position with **Hiring Company**. We were impressed with your background and believe your skills will be a valuable asset to our team.

**Job Title:** [Insert Job Title]  
**Start Date:** [Insert Start Date]  
**End Date:** [Insert End Date (if applicable)]  
**Work Location:** [Insert Full Physical Address of Worksite]  
**Supervisor:** [Supervisor Name and Title]  
**Hours per Week:** [e.g., 20 hours (Part-time) / 40 hours (Full-time)]

**List Job Duties:**

[Insert a detailed description of the specific tasks and responsibilities the student will perform.]

This offer is contingent upon your ability to provide valid work authorization. We look forward to having you join our team.

Sincerely,

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[Name of Hiring Manager/HR Representative]

[Title]

Hiring Company