

Template: On-Campus Job Offer Letter for an International Student



[Department Name]
[Street Address]
[City, State Zip Code]
[Department Phone Number]

[Student First and Last Name]
[Street Address]
[City, State Zip Code]

[Date]

RE: On-Campus Job Offer for [Position Title]

Dear [Student First Name],

I am pleased to offer you the position of [Position Title] with the [Department Name] at Saint Mary's College of California. In this position, you will report to [Supervisor's Name] and your start date will be [Start Date of Position]. You will be compensated [Hourly Rate or Salary] and will receive bi-weekly payments scheduled for every other Friday.

We look forward to welcoming you to the team!

Sincerely,

[Physical Signature of Hiring Manager]

[Hiring Manager First and Last Name]
[Hiring Manager Title]
[Hiring Manager Department]
[Hiring Manager Phone Number]