**\*\* PLEASE PRING ON DEPARTMENT LETTERHEAD\*\***

TO: Student Name

FROM: Person in Charge of Hiring – Title

Department Name

DATE: March 26, 2014

RE: Employment Offer for Student Name

Student Name has been hired to work in the department beginning date. The student will be working for X hours per week and will be in the position as job title. His/Her job duties will include: list a few duties.

If you have any questions, please call me at phone number or email: email@ualr.edu.

Sincerely,

[Signature]

Name

Title