

Date

Dear [insert student name],

I would like to express my ***congratulations*** to you on being chosen for the \_\_\_\_\_ position with IUPUI \_\_\_\_\_! You will start your new job with an orientation, shadowing, and training either the week of \_\_\_\_ or \_\_\_\_\_, pending your availability and completion of the hiring process. Your weekly schedule will be agreed upon between you and I during your first week, once the hiring process has been completed. The number of hours you'll be scheduled to work will range between \_\_\_\_\_ hours per week. You will be paid at the rate of \_\_\_\_\_ per hour. I will provide additional information about where to go for your first day of orientation and training at a later time.

Student employment is "at will", which means you may be terminated if you do not meet performance, attendance, or behavior expectations. This is a conditional offer, pending the successful passing of a background check, which is the next step in the hiring process.

After successful completion of the background check, you will need to connect your Federal Work-Study award to the position. To do so, log into JagJobs.org, click on your Profile tab, select IUPUI Work-Study and click "Add New Experience" to fill out the authorization form, which connects your funds.

Please sign at the bottom of this page to confirm your acceptance of this position and the conditions outlined in this letter and email it back to me at your earliest convenience. Once you have accepted the position, I will be in contact with you to coordinate a time to complete your hiring paperwork. If you have questions about this information, please contact me at \_\_\_\_\_.

**We are very happy to have you as a new member of the IUPUI \_\_\_\_\_ team!!**

**I accept this student employment offer as described above:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Sincerely,

[insert signature]