

SAMPLE LETTER
ABC Company Letter Head
Company Address

May 15, 2009

(Student's name)
(Student's address)

Dear (Student's Name)

ABC Company hereby offers you an appointment as an assistant accounting manager for the finance department effective June 1, 2009 through August 31, 2009. You will be employed as a part-time employee at a starting hourly rate of \$20.00 paid on the last working day of each month, upon presentation of a signed and authorized ABC Company's timesheet. Your hours are not to exceed 20 hours per week.

As an assistant accounting manager, you will report, receive direction and guidance for work assignments from Ms/Mr. (Supervisor's name), accounting manager. Your duties will include those as set forth in the attached job description as well as other duties that may be assigned to you from time to time. This agreement is subject to and governed by job performance.

No benefits or compensation will be provided.

Please indicate your acceptance of the terms of this position as described above, as well as under the conditions set forth in the ABC Company's HR Manual, by signing this letter and returning it to the Human Resources Department of ABC Company. Congratulations on your new appointment.

Best Wishes,

(Signature of Company Representative, HR, or Supervisor)

ACCEPTED _____ Date _____
Print Your Name _____