July 17, 2015

Dear Name,

We are pleased to offer you a position as a student employee with the University of North Dakota as **JOB TITLE** in the **DEPARTMENT** reporting to **SUPERVISOR**.

Your hourly rate will be $XX per hour, paid semi-monthly.]. This position will be funded through the Federal Work-Study program. [Delete if not applicable] The University’s regular pay day is on the 15th and last working day of each month. You will be scheduled an average of ## hours per week As a Non-Exempt employee you are eligible for overtime pay. Please note, student employees working at UND may work no more than 20 hours a week while classes are in session.

**Additional Department Information:**

Enter additional department centric information here.

**DELETE THIS SECTION IF NOT APPLICABLE.**

Your first day of employment in this new position will be xx/xx/xxxx.

Please confirm this offer by accepting this position within the Recruiting Solutions system. Ensure you have carefully read, and understand, this notice prior to acceptance.

Congratulations and welcome to our team!

Sincerely,

Supervisor Name,

Supervisor Title

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**Offer Letter Guidelines**

* Update/ delete gray highlighted fields as they pertain to this hire
* Update all yellow highlighted fields and delete yellow highlighted instructions
* Upload to Recruiting Solutions within Job Offer
* Delete this page