



Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_, \_\_\_\_\_

Regarding: Offer of Student Employment- \_\_\_\_\_

I am writing to officially offer you the \_\_\_\_\_ position with the Software and Societal Systems Department for AY 2025-26. The dates of your employment are \_\_\_\_\_ to \_\_\_\_\_. Your supervisor \_\_\_\_\_ . You are scheduled to work \_\_\_\_\_ hours per week and will be paid \_\_\_\_\_ per hour.

Please return your signed letter to me no later than \_\_\_\_\_ . By signing the offer letter, you are agreeing to take on this position and its stated duties and responsibilities. General student employment information can be found at the [Career and Professional Development Center website](#).

We look forward to your contributions to the department and to Carnegie Mellon in this student position.

Sincerely,

Helen Higgins, Manager, Employment Processes

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I will accept the forementioned offer

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Student Signature

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Date