



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

I will accept the forementioned offer

Student Signature

Date