

## INTERNATIONAL STUDENT & SCHOLAR SERVICES

University of Connecticut 🌐 2011 Hillside Road, Unit 1083; Storrs, CT 06269 📞 Phone: 860-486-3855 📠 Fax: 860-486-5800  
🌐 Web: <http://www.issu.uconn.edu>

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### ON CAMPUS EMPLOYMENT SAMPLE OFFER LETTER

*Employer should copy this text into a document and print this letter on official letterhead.*

[Date—current within last 30 days]

To Whom It May Concern:

This letter is to certify that [*student's name*] will be working for [*# of hours*] per week at [*name of employer*] located at [*employer's address*]. [*He/she*] will be working in the position of [*name of the position*] and [*his/her*] job duties will be to [*describe job*]. [*His/her*] employment period is from [*mm/dd/yyyy*] to [*mm/dd/yyyy*].

For additional information, please contact the student's supervisor, [*name of supervisor*] at [*email and telephone number*].

Sincerely,

[*Signature*]

[Name of Author]

[Title]