



September 18, 2025

Dear Ugochukwu Achara,

I am delighted to offer you the position of **Graduate Intern** at the **UofL College of Business Executive Education** for the upcoming school year.

Position Details:

- Title: Graduate Intern
- Tentative Start Date: October 1, 2025
- Pay Rate: \$18 per hour
- Hours per Week: 29
- Supervisor: **Kimberly Mallory**

We believe that your skills and qualifications make you an excellent fit for this role, and we are excited about the potential contributions you can bring to our team.

Please let us know your decision by **September 19, 2025**. If you choose to accept this offer, we will send you additional details and the necessary paperwork to get you started.

Congratulations on this offer, and we look forward to having you join us as a valued member of our team.

If you have any questions or need further information, please do not hesitate to reach out to us. Best regards,

Best regards,

A handwritten signature in black ink that reads "T. Vernon Foster". The signature is written in a cursive style.

T. Vernon Foster
Assistant Dean and Senior Executive Director of Graduate Programs

Please sign:

Candidate Signature: Ugochukwu Achara

Candidate Printed Name: Ugochukwu Achara

Date: 18/09/2025