**OFFER LETTER**

<Date>

To Whom It May Concern:

This is to certify that the student below is authorized to engage in on-campus employment at ABC University.

Name of Employee: <Name>

Anticipated Date of Employment: <startDate>

Name of Department: <DepartmentName>

Employment Identification Number: <empID>

Sincerely,

<HRName>

HR Recruiting Manager