

MM/DD/YYYY

Candidate First and Last Name

Candidate Address

City, State, Zip

Dear [Candidate Name],

We are pleased to offer you the part-time student employment position of [job title] at [department name] with a start date of [start date], contingent upon [background check, I-9 form, etc.]. You will be reporting directly to [manager/supervisor name] at [workplace location]. We believe your skills and experience are an excellent match for our department.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The hourly rate for this position is [dollar amount] to be paid on a bi-weekly basis by a check unless you set up direct deposit.

Your employment with [Department Name] will be on an at-will basis, which means you and the department are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As a part-time student employee of Pepperdine, you are covered under Pepperdine's worker compensation insurance and are eligible to accrue sick time.

Please confirm your acceptance of this offer by signing and returning this letter by [offer expiration date].

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

[Manager Signature]