



SAMPLE ON-CAMPUS JOB OFFER LETTER

February 10, 2016

Ms. Haeri Chee
1530 Concordia West
Irvine, CA 92612

Dear Haeri,

This letter is to certify that Ms. [REDACTED] has been offered general on-campus employment.

The _____ Department/Office at Concordia University Irvine has posted an on-campus position of _____. The nature of this position is to _____.

The start date is _____ and the number of hours is _____ for the whole semester (equivalent to approximately _____ hours per week).

The Employer Identification Number for Concordia University Irvine is 95-2798775 and the Employer Telephone Number is 949-854-8002. I am the student's immediate supervisor.

Thank you for your support and help with this transition.

Sincerely yours,

NAME

Title
Concordia University Irvine
@cui.edu
(949) 214-34