

Sample Employment Offer/Letter Template

Company Name
Address
City, State Zip

Date

To Whom It May Concern:

We would like to offer <**student name**> the position of <**job title**> at <**company name**> with a start date of <**Month/Day/Year**>. Duties include: <**main job duties which relate to student's major**>. This job offer is contingent upon successful acquisition of a Social Security Number.

Please feel free to contact us with any questions regarding this employment offer.

Sincerely,

Employer Name
Company Name