

Date
Student name
Fort Collins, CO 80521

RE: LETTER OF OFFER OF EMPLOYMENT – role, dept., Colorado State University

Dear student,

Following your mid-assignment review of overall work, I am delighted to extend a permanent on campus part-time hourly role as a **Team Lead** (role) with the Colorado State University <insert department name>. You have met or exceeded expectations to be a Team Lead based on the following attributes and/or skills demonstrated during your temporary assignment:

- 1.
- 2.
- 3.
- 4.
- 5.

In the role of ____, you will be expected to carry out the duties and responsibilities outlined in the job description (attach current job description) as well as adhere to the team expectations, both enclosed:

The following points outline the terms and conditions of employment.

Title: *Role*

Position duties: *See enclosed job description and team expectations*

Start date:

End Date:

Salary: *\$/hour*

Hours of work: *7-10 hours per week (specific schedule will be determined by supervisor)*

Supervisor: *(hiring authority and performance authority) and (work flow authority, if applicable)*

- Initial mandatory trainings will occur (**date**). Ongoing training and supervision will occur regularly throughout the semester.
- You agree to the attached job description as well as team expectations.

This arrangement may be terminated by either party upon notice in writing to either party should they feel they are unable to meet expectations listed above.

I am very excited to have you on the team and look forward to working with you!

Sincerely,