

Company Letterhead

Date

Re: Academic Training

Dear *Student's Name*:

This memo is written to confirm that you have been offered a position at ***company name***, which is located at: ***address (including street, city, state and zip code)***. (\*Please Note: this address must be where the student is physically working.)

We are hiring you in the position of ***title***, beginning ***start date*** and ending ***end date***, for ***hours per week***. Your salary will be (***include amount OR This is an unpaid position***). You will be responsible for ***brief explanation of job duties***. ***Supervisor's name*** will be your immediate supervisor.

Sincerely,

Your name

Title