

Must Be on Letterhead



UNIVERSITY AT ALBANY
State University of New York

Sample Offer Letter

For International Student Needing an SSN

DATE

To Whom It May Concern:

This is to certify that **STUDENT NAME** has been offered on-campus employment as a **STUDENT POSITION** in **DEPARTMENT/OFFICE**. The paid position will begin **START DATE** and the student will work approximately **HOURS PER WEEK** (and no more than 20 hours per week during the semester). The student will be **BRIEF DESCRIPTION OF ACTIVITY**.

The student will report to **SUPERVISOR'S NAME**, who can be reached at **PHONE NUMBER/EMAIL**.

Sincerely,

NAME

TITLE

OFFICE