

Applicant Address

Dear (Name):

Thank you for your interest in the (Position Title) position in the (department) at Oregon State University. On behalf of our committee, I wish to thank you for taking the time to interview for this position. At this time, I would like to offer you the position, contingent on final approval from University Human Resources. The starting hourly wage is (\$X.XX) and expected weekly work hours of (X). Please note that all student employment positions are at-will employment, meaning that the employment relationship may be terminated at-the-will of either party unless a law, rule or policy prevents separation.

If you wish to accept this position, please respond to this email with your decision on this employment opportunity. We look forward to hearing from you.

Sincerely,  
Search Committee Name/Supervisor/Hiring Official