



Sample Offer Letter

<DATE>

<STUDENT NAME>

<STUDENT ADDRESS>

Dear <STUDENT NAME>,

Congratulations! I'm pleased to offer you a position as <JOB TITLE> in the <DEPT/UNIT/LAB> for the upcoming Work Learn session. Your position will be running from <MM/DD/YYYY – MM/DD/YYYY> at an hourly wage rate of <\$X/HR>.

As a non-union student worker, your position falls under [BC Employment Standards Act](#) and [Regulation](#), which set minimum standards for wages and working conditions in most workplaces. In addition, please note that all University employees are expected to contribute to building a respectful, safe, and productive workplace. Please take some time to familiarize yourself with the [Respectful Environment Statement](#).

If you have any questions about the information above or have other needs, please do not hesitate to contact <NAME> at <CONTACT INFORMATION>.

Please sign and date this letter indicating that you have read and fully understand the provisions of your employment as explained above. Once you have signed this letter, please scan and send it to <NAME> at <EMAIL ADDRESS>.

Once again, I am pleased to be welcome you to the <DEPT/UNIT/LAB>. We look forward to working with you!

Sincerely,

<NAME>

<JOB TITLE>

<DEPT/UNIT/LAB>

* * * *

I have carefully reviewed and agree to the Terms and Conditions of Employment referenced in this letter and accept the offer of employment set out above.

Signature: _____

Date: _____