

Sample Email to Student Employee Confirming Offer

Please remove Work-Study language if hiring a student who does not have Financial Work-Study

Congratulations! - Message (HTML)

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To...
Cc...
Subject: Congratulations!

Taylor,

Congratulations and thank you for accepting our offer for the work study student assistant position in Human Resources. I have confirmed your work study award for fall/spring semester; the pay will be \$10.00 an hour and you are expected to report to the Human Resources office at **12:00pm Monday, October 26, 2015.**


- Based on our previous conversation, you will be on the schedule for 15 hours a week Mondays, Wednesdays & Fridays 12:00-5:00. Any changes to your schedule may be sent in advance via email to me.
- Please email me your application ASAP so I may start the hiring process in the HR system
- If you find you can't be here on the day you are expected and you haven't notified me in advance, please be sure to let the front desk know of your absence by calling 816-235-1621

Friendly reminders:

- Human Resources operating hours are Monday-Friday 8am to 5pm.
- Proper dress attire will be business casual Monday-Thursday and Fridays are casual days so you may wear neat & clean jeans as appropriate for a business office.

HIRING PROCESS: You will receive an email to start the on-boarding process once I enter you in the HR system. Please bring two forms of official identification (example might be a driver's license & social security card) Monday. There will be a couple of forms to sign related to confidentiality and another form for understanding the work study program rights & responsibilities.

Please contact me if you have any questions. Welcome to our team!

 **Tyler Robertson**
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Human Resources |
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