##

## **Sample Offer Letter – General**

**Agency Letterhead Stationery**

Date: February 13, 2017

Ms. Mary Student

Your University

Salem, Oregon 97301

Dear Mary,

It is my pleasure to confirm your appointment as a Intern (Intern position) with the Oregon Department of Administrative Services. Your assignment is with the Chief Human Resources Office. Your supervisor is xxx, Chief Human Resources Officer. You will be contacted by your supervisor to discuss your start date if you haven’t already.

Your rate of pay is $xxx/hour. Through the summer, you will be working forty hours a week. If your internship employment continues through the school year, you may work up to 20 hours a week. Your supervisor will work with you on your schedule through the summer and if applicable the school year. This temporary employment may continue for a two year period provided you remain enrolled in law school.

As a temporary employee you will accrue sick leave up to 6.14 hours per month. Sick leave accrual will be pro-rated when you work part-time. You may use accrued sick leave with pay beginning on the 91st day of employment. You may use up to 40 hours of sick leave within the calendar year.

On your first day, please bring the appropriate documents to complete the I-9 form. A list of acceptable documents is attached.

If you have any questions, please do not hesitate to contact me or your supervisor.

Congratulations and welcome to the Department of Administrative Services! We are looking forward to having you as part of our team!

Sincerely,

Supervisor Signature

Title