

To: Student

From: Manager

Sample Subject: Confirmation of Student Position

Dear <Student Name>,

Congratulations! This email confirms that you will begin serving as the <Position Title> within the <Hiring Department>, effective <Date>. This position will end on or before <Date>. Your rate of pay will be <\$> hourly, and we expect that you will be working <hours or range> hours per week. You will need to track and report the number of hours you work in Workday. <The department may clarify when weekly/biweekly hours should be submitted for approval.>

“If you are receiving a higher rate of pay due to a higher local/state minimum wage as a remote worker and move back to Pittsburgh, your rate of pay will be adjusted back to an equivalent Pittsburgh based hourly rate of <\$Rate>.” (Note: This information **only** needs to be included for **remote** student employees working outside of PA receiving a higher local minimum wage).”

Because of the continuing COVID-19 situation, there are still many uncertainties that could impact programming, business needs and the role that you are being offered for Summer 2021. As a result, this offer is contingent upon a number of variables, including but not limited to whether this position will be needed for the full term referenced above, and whether your role involves work that must be performed in-person or can be performed remotely. If at any point in the academic year we are unable to continue on-campus operations such that you would need to perform this role remotely (assuming the work can, in the judgment of the University, be performed remotely), this offer is contingent on you being physically present in the U.S. with appropriate visa status and work authorization when this position commences and for the duration of the work performed. Your employment could be ended at any point during the employment period during the summer based on the above-mentioned variables.

General student employment information can be found at the [Career and Professional Development Center website](#).

Thank you for your <continued> service. We are looking forward to your contributions to the department and to Carnegie Mellon in this student position.

Sincerely,

<Manager>