**SAMPLE EMPLOYMENT OFFER LETTER**

**LETTERHEAD**

Date

To whom it may concern:

The following job applicant is a student at College and has been offered an on-campus position. The College’s EIN# is XX-XXXXXXX.

This job offer letter is provided in support of the applicant’s Social Security Number Application.

Student Name: NAME Student ID#:#####

Division/Department: DEPARTMENT NAME

Supervisor’s Name: SUPERVISOR’S NAME

Supervisor’s Contact Information: ###-###-####

Dates of Employment: MM/DD/YYYY Hours per week: MM/DD/YYYY

Job Title and Brief Description: BRIEF JOB DESCRIPTION

Thank you for your assistance with this Social Security Number application. If there are any questions, please feel free to contact me at….

Sincerely,