

Official Job Offer

Date: [Insert Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an official offer for the position of Academic Advisor at [University's Name]. This position is offered on a [full-time/part-time] basis, commencing on [start date].

Your responsibilities as an Academic Advisor will include assisting students with academic planning, providing guidance on course selection, and addressing any academic concerns they may have. You will report to the [Supervisor's Title] within the [Department Name].

Your starting salary will be [Salary Amount] per [year/month], and you will be eligible for [benefits, if any, such as health insurance, retirement plans, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [acceptance deadline]. We look forward to welcoming you to our team and believe that you will make a valuable contribution to our students' academic success.

Sincerely,

[Your Name]
[Your Title]
[University's Name]
[Contact Information]

I, [Candidate's Name], accept the terms and conditions of the job offer as outlined above.

Signature: _____ Date: _____