

Official Job Offer for Graduate Assistant Position

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to offer you the position of Graduate Assistant in the [Department Name] at [University Name], starting on [Start Date]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

Your responsibilities will include assisting faculty with research tasks, supporting undergraduate students, and participating in departmental activities. This position is part-time, totaling [Number of Hours] hours per week, and you will be compensated at a rate of [Salary/Hourly Rate].

As part of your employment, you will also have the opportunity to enroll in courses at [University Name] and access university resources.

Please sign and return a copy of this letter by [Response Date] to confirm your acceptance of this offer. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to our department!

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Your Contact Information]

Accepted by: _____ Date: _____