[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

 Re: Offer of Employment as a {insert positon} at Purdue University

Dear [Dr./Mr./Ms.] [Last Name] ,

On behalf of Dean David A. Reingold and the College Of Liberal Arts it is my sincere pleasure to offer you Summer employment as a {insert position} in {insert department} at Purdue University.

*Salary & Benefits*

Your appointment will begin on {insert start date} and end on {insert end date}. Your salary will be {insert salary} and will be paid to you in {#} installments during the Summer, with payments in {insert months}.

Your responsibilities will involve teaching {insert teaching information}.

This offer is also contingent upon sufficient student enrollment in the above-listed courses as well as overall enrollment with priority for teaching schedules given to resident faculty. If there is insufficient enrollment, then this appointment is subject to cancellation.

Please sign and return by {insert date} to indicate that you accept this offer. I am pleased that you will be joining us for the 2022 Summer Session.

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]