Attachment B

Offer Letter Template

[on department letterhead]

<Date>

<Student's first and last name>
<Address>

Dear Ms./Mr. <Student's name>:

I am pleased to offer you a graduate assistantship with the Department of _____, School/College of _____, University of Hawai'i at _____. The graduate assistantship is a <9 or 11> month appointment with monthly stipend of <$_____> (step _____). Your appointment will be from <date> to <date> with duty period from <date> to <date>. Your faculty supervisor is <name, title> and may be reached at <business phone, email address>. Additional details regarding your assistantship is as follows:

- Job duties (general summary)
- Course assignment (if applicable)
- Estimated hours per week

The documentation and eligibility requirements, along with the associated benefits are outlined in the attached document. Reappointment is contingent on continued eligibility, satisfactory performance of your job duties and fund availability. Your faculty supervisor will meet with you periodically to evaluate the performance of your job duties.

Please indicate your acceptance of this offer by signing below and returning a copy to me at <mailing address, email address> by <date>. Upon acceptance, Ms./Mr. <department contact name> will contact you regarding your graduate assistant forms for completion. Should you have questions, please contact <name, business phone, email address>.

We look forward to you joining the University of Hawai'i as a graduate assistant.

Sincerely,
<Appointing Authority>
<Title>

I accept the graduate assistantship.

Signature: _____ _____
<name> <date>