(Insert Date)

(Name)

(Address)

(City, State & Zip)

Dear (Insert Name):

On behalf of North Carolina State University and the Department of (Insert Department) in the College of (Insert College), I am pleased to offer you an appointment as Summer Graduate Teaching Assistant (SSW911), effective (Insert Begin Date) through (Insert End Date). You will receive (Insert Flat Rate Amount) and will be responsible for teaching the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number | Course Name | Credit Hours | Gross Compensation  |
|  |  |  |  |

Your responsibilities will include (Insert Job Duties).

Please acknowledge your acceptance of this appointment by signing this letter, and its incorporated addendum, and returning it to me by (Insert Date).

Should you have any questions, please do not hesitate to contact me or (Insert Personnel Rep's Name).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, Department Head)

cc: (Name, College/Division Business/HR Officer)

 The Graduate School, Campus Box 7102

I accept this offer and agree to abide by the policies and regulations of the University.