

Date

Student Name

Contact info

Dear Student,

I am pleased to confirm my ability to extend your appointment as an hourly student employee in the group at the Tufts University Friedman School of Nutrition Science and Policy. Your position will continue to be x hours/week and report to supervisor with an hourly pay rate of $xx.xx, paid from deptID/grant#.

This position continues to be a temporary student appointment and is now extended through date, with the possibility of renewal based on continued need and available funding, as well as satisfactory ongoing performance. Student and temporary appointments are not eligible for severance pay, and the appointment may be terminated prior to the scheduled end date.

If you have any questions, please do not hesitate to contact me/person writing letter.

I look forward to having you continue as part of the team.

Best regards,

Supervisor

CC:

SRA, Senior Research Administrator

Courtney King, Assistant Director of Business Operations