



Letter of Intent to Hire

International Student Advisor
Global Engagement Office
Santa Clara University

(Date)

Dear International Student Advisor,

(Your department name) has offered (name of student) the position of _____.

(Name of student) will be employed ___ number of hours per week. The student will not work more than 19 hours per week during any academic term.

(Name of student) will have the following duties and responsibilities while working for our department. (Provide BRIEF job description here).

His/her period of employment will be from _____ to _____.

Sincerely,
Signature

Name
Title of employer/supervisor