



On-Campus Employer Offer Letter

Date:

To Whom It May Concern:

This letter serves as confirmation of on-campus employment for

Cerritos Student ID:

The nature of the student's job is (e.g. wait staff, library aide, research assistant, etc.):

Anticipated Start Date:

Number of Hours/Week:

Department Name:

Manager's Name & Title:

Manager's Telephone Number:

Manager's Email:

Employer Identification Number: (EIN):

Manager's Signature (Original):