**- This template to be used for students WITH a regular assistantship**

**- Highlighted sections indicate that specific information should be provided by the department**

<DATE>

<Student Name>

<Address>

**RE: Graduate Teaching Assistantship for the Spring 2023 Pre-Session**

Dear <STUDENT>:

I am pleased to offer you a Graduate Teaching Assistantship in the<DEPARTMENT/UNIT NAME > for the Spring 2023 Pre-Session. The appointment dates for this session are January 3 through January 20, 2023. Your assignment will be as follows:

Class Name:

Session/Dates:

Location of Class:

Credit Hours:

Days & Time:

The total stipend for this assistantship will be <AMOUNT> paid out in one payment in your January, 2023 pay. Please note, this assistantship offer and stipend is in addition to any other assistantship offer in place for the Spring 2023 semester.

The department retains the right to cancel the course at any time, but no later than January 3, based on the number of students enrolled. If cancelled, you will receive no financial compensation.

Your accepting this appointment indicates your willingness to meet all responsibilities of the assistantship as outlined by your department. Please sign your name below to indicate your intent to accept or decline this offer. If I do not hear back from you or receive a signed copy of this letter by **December 15, 2022**, I will presume you have declined the offer and it will be withdrawn.

Sincerely,

Name

Chair, Name of Department

­­­­­­­­­­­­­­­□ I ***accept*** the assistantship offer as stated above and agree to abide by the terms and conditions outlined above. □ I ***decline*** the assistantship offer as stated above.

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

Print Name NU ID

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature Date