



4400 University Drive, MS 5C3, Fairfax, Virginia 22030
Phone: 703-993-3622; Fax: 703-993-1993

Date

Name
Address
Address Line 2

Dear Nam

Welcome to George Mason University!

I am pleased to confirm your employment as an position title in the Department Name Department. Your supervisor will be Supervisor Name. The hourly rate for this position will be \$<>, not to exceed \$<>.

Your employment is effective Start Date and is considered: (check only one)

_____ Non Student Wage - **Please see University Policy 2217 for additional details.**

_____ Student Wage - **Please see University Policy 2222 for additional details.** (Including Work Study)

State policy limits wage employees to 1500 hours of work in a 365 consecutive day period commencing from the date of hire. The duration of this position is determined by continuous need, funding availability, as well as job performance, and is considered "at will."

The Immigration Reform and Control Act of 1986 requires employers to verify employee identity and U.S. employment eligibility, commonly known as a Form I9 whether you are a U.S. citizen or not. As such, you must present original (not photocopied) documents for verification when you arrive on your first day. Please review the enclosed list of acceptable documents.

If your employment is contingent upon receiving work authorization from U.S. Citizenship and Immigration Services then the Office of International Programs and Services (OIPS) at George Mason University can answer any questions you may have regarding employment authorization. OIPS will prepare the form I-9 before you begin working. OIPS Staff can be reached at (703) 993-2949.

Please read the enclosed information carefully as it contains important conditions of employment.

Best wishes for a rewarding experience with George Mason University.

Sincerely,

XXXX
(appropriate title)

Enclosures

Copy: personnel file
 Hiring Manager