<INSERT DATE>

<CANDIDATE NAME>

<ADDRESS>

<CITY, STATE ZIP>

Dear <CANDIDATE NAME>,

We are pleased to inform you that you have been awarded a <TYPE OF ASSISTANTSHIP> assistantship in the <PROGRAM NAME>, Department of <DEPARTMENT NAME> for the

<YEAR> academic year(s). This offer includes full tuition and health insurance as well as a stipend of <$AMOUNT> to be paid in bi-weekly installments effective <START DATE> through <END DATE>.

As a <TYPE OF ASSISTANTSHIP> assistant, you will be expected to: 1) devote 20 hours per week to your assigned duties, 2) register for and carry a 9 to 12 hour load of coursework (or equivalent to full-time) per semester and 3) make satisfactory progress toward the degree as determined by the program DGS. Your assistantship may be withdrawn if the Graduate School places you on academic probation or your program DGS determines that you are not making satisfactory progress toward your degree.

<OPTIONAL PARAGRAPH ABOUT DUTIES OR EXPECTATIONS OF POSITION>

All new <TYPE OF ASSISTANTSHIP> assistants are required to attend a program orientation. Orientation details will be provided upon acceptance of this offer.

This offer of employment is contingent upon your successful completion of a pre-employment drug screen and/or national background check. Upon acceptance of this offer, you will be contacted by our Human Resources Administrator to begin this process.

Should you agree to the terms of this assistantship, please sign one copy of this letter and return it to the address indicated.

Sincerely,

<NAME & TITLE>

<PROGRAM NAME>

I accept this Assistantship at the University of Kentucky on the effective date stated and I understand the conditions of my appointment.

Signature:

Date:

Please return to:

<INSERT NAME & EMAIL FOR RETURN>