

## Sample Letter of Offer to Temporary Employee

Date

Employee's name

Street address

City, State Zip

Dear *name*,

Welcome to OSU Extension! I am pleased to offer you the 4-H Camp Director position with Ohio State University Extension in \_\_\_\_\_ County. You will be working with our staff to conduct the 4-H Camping Program in the county, including Counselor's Camp, Jr/Sr Camps, Beginner Camp and Cloverbud Camp.

This temporary appointment is effective (starting date) through (ending date) at the rate of \$X,XXX per month. We also look forward to your continued work as a 4-H Volunteer throughout other times of the year.

I look forward to working with you in this position. Please copy me on correspondences you send for the camping program. *Insert names of local office staff* will be assisting you with camp planning, including information management, registrations and financial assistance.

Please don't hesitate to be in contact if you have questions about this position as we move forward with the summer camping program.

Sincerely,

*Name of county director*  
Extension Educator  
County Extension Director