**Employment Letter Template**

This is a template employment letter for a **Graduate Research Assistant** or **Graduate Teaching Assistant** position at Georgia Tech when the student was previously employed. You are not required to use this template, but it is a requirement that you provide key employment information in writing to your students when their employment attributes substantively change. This letter should, at least, contain the following information if it changes:

* Hiring department
* Supervisor
* Hiring manager (if different from supervisor)
* Graduate Program Coordinator
* Term of employment (*e.g.* the semester(s) and/or start and end dates of employment)
* Workload expressed in hours/week
* Stipend expressed in $/month
* Job duties
* Tuition waiver details including responsibility for paying applicable differential tuition and all fees
* Full-time registration requirements
* Mandatory student health insurance plan information

This template was created by the Office of Graduate Education based on the existing templates provided by the Student Employment team within Georgia Tech Human Resources. Primary contacts for questions about graduate student employment:

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| Corey McAllistercorey.mcallister@grad.gatech.eduOffice of Graduate Education  | GTHR Student Employment [Website](https://hr.gatech.edu/student-employment/)Administrative Services Center (ASC)(404) 385-1111 or support@asc.gatech.edu |

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| --- | --- |
| {Insert Department Logo} | {Insert Department Name}**Georgia Institute of Technology**Atlanta, Georgia 30332USA{Insert Department Phone}{Department Website URL} |

{Insert date}

Dear {Student Name},

You are or will be employed as a {position name} at Georgia Tech with {Department Name} beginning {Semester and Term or Academic Year} and you will continue this position until {Length of GRA Appointment}. This letter contains important information related to your employment, compensation, and other requirements.

You will be reporting to {Supervisor Name} with a start date of {Start Date}. You will work {Hours} per week, and your work schedule can be discussed with your supervisor. (*Please note:* 20 hours/week is the maximum a GRA or GTA may work at Georgia Tech all student jobs combined). You will be paid {Stipend Amount} per month via direct deposit on the last business day of each month. Please note that income tax withholding and any deductions will affect the amount of your paycheck. You can contact the [Administrative Services Center (ASC)](https://gatech.service-now.com/hr) directly for more information on the status of your hiring, or you can contact {Hiring Manager} at {contact information}.

Your job responsibilities will be as follows:

{List job responsibilities}

If you have any questions about your job responsibilities, please contact your supervisor at {Supervisor Information} or in person at {Office Location}.

This position comes with a tuition waiver, but you will still owe some money for tuition and fees. The Bursar’s Office publishes [tuition and fee rates](https://bursar.gatech.edu/tuition-fees) each semester including the rates you are required to pay based on your assistantship and program (see “Graduate Assistantship Rates” in the linked file). As a GRA, you can pay your remaining tuition and fees via [payroll deduction through the Bursar](https://www.bursar.gatech.edu/gra-gta-payroll-deduction), an arrangement that allows you to distribute payments toward your outstanding tuition and fee balance over several paychecks. You must pay your tuition and fee balance or enroll in payroll deduction prior to the tuition and fee payment deadline.

You are also required to have health insurance coverage. Georgia Tech pays roughly 75% of the [Student Health Insurance Plan (SHIP)](https://health.gatech.edu/finance/insurance) plan for students. If you are already covered under a health insurance plan that meets the waiver requirements, you can waive enrollment in the SHIP. (If hired as a GRA, you will also be offered a health insurance option from the University System of Georgia (USG); a comparison of SHIP to the USG option is provided [here](https://health.gatech.edu/finance/insurance).)

You must be registered full time with at least 12 hours of letter grade or pass-fail coursework to be employed as a GRA or GTA. As an exception, 3 hours in the fall and spring or 6 hours in the summer of the 12 can be taken on an audit basis. Please contact {Program Coordinator or Contact} at {Email} with questions about what coursework to take to satisfy this requirement. If you are not properly registered during any term that you are hired, Georgia Tech reserves the right to remove your tuition waiver leaving you responsible for the payment of all tuition and fees.

Please note that student employees must comply with all Georgia Tech and University System of Georgia policies including but not limited to nondiscrimination, anti-harassment, ethical conduct, and cybersecurity.

Sincerely,

{Signature and contact information}