Note: The following template letter can be used to solicit interest in summer assistantship positions that are subject to a course meeting the required campus minimum enrollment numbers. This is not an offer of employment. Please contact Academic Human Resources at 217-333-6747 if you have questions.

Dear <insert name>:

During the <insert year> summer sessions, the Department of <insert department> will be offering <insert class> and <insert class> and I am writing you to inquire about your interest in a possible summer <insert position type> position. It is possible that such a position may be available working with <insert name> in <insert class>. It is anticipated that the class would occur from <insert date> to <insert date>.

This is not an offer of employment at this time. However, I may be able to make you an offer once it has been determined that this course will meet the required campus minimum enrollment numbers. I typically know whether the minimum enrollment number has been met around <insert date>. If the required campus minimum enrollment is not met, the class will be cancelled.

In the event that you indicate you are interested and then, later, have to withdraw your interest, please let me know as soon as possible or no later than <insert date>.

Please let <insert name> know before <insert date> if you are interested in this future possible position.

Sincerely,

<insert name>  
<insert title>

To notify us of your interest, please sign and return this document to <insert name>. A reply is due by <insert date>.

Yes, I am interested in the possibility of a <insert position type> position for Summer <insert year>.

I understand that signing this letter does not obligate me to accept or perform the duties of the position until the final notice of appointment is signed.

____________________________________  __________________________
Signature                                      Date