Dear <Participant Name>,

We are emailing you to offer you a job placement again with <BUSINESS NAME> for **<Season> <Year>**! We are excited to welcome you back for another season, should you like to return.

**Your next steps:**

1. Please reply to this email by <INSERT DEADLINE> to confirm your interest in returning for **<Season> <Year>**.
2. Take the below details of your placement offer to your CIEE International Representative and submit your placement offer to CIEE via your Beacon application**. Be sure to match the exact information provided below, otherwise this could cause delays in the hire process.**
3. Follow instructions from your International Representative to sign your final Placement Agreement Form after CIEE has processed it.

**Details of your placement offer:**

*Please note, you will need all this information when completing your job offer details in CIEE’s Beacon portal. Fields marked with \* are required for the DocuSign job offer, housing information is not always included.*

|  |  |
| --- | --- |
| **\*Company Name:** |  |
| **\*Street Address Line 1:** |  |
| **Street Address Line 2:** |  |
| **\*City:** |  |
| **\*State:** |  |
| **\*Zip Code:** |  |
| **\*Host Contact First Name:** |  |
| **\*Host Contact Last Name:** |  |
| **\*Host Contact Job Title:** |  |
| **\*Email:** |  |
| **\*Phone Number:** |  |
| **\*Job Title:** |  |
| **\*Wage per Hour:** |  |
| **\*Job Start Date:** |  |
| **\*Job End Date:** |  |
| **\*Minimum Average Hours Per Week (should be at least 32hrs/wk):** |  |
| **Housing Provided:** |  |
| **Explanation:** |  |
| **Housing Street Address Line 1:** |  |
| **Housing Street Address Line 2:** |  |
| **City:** |  |
| **State:** |  |
| **Zip Code:** |  |
| **Phone:** |  |

We look forward to welcoming you back this upcoming <Season>!Should you have any specific questions about the offer details above, please reach out to me. If you have any questions on how to submit your offer to CIEE, please reach out to your International Representative in your home country.

Thank you,

<INSERT SIGNATURE>