[DATE]

Dear Issuing Officer:

This letter is being provided to inform you of the employment of the following minor:

Minor Name: [NAME]

Minor Age: [AGE]

Work Permit #: [PERMIT #]

The employee is currently employed in the [DEPARTMENT NAME] Department at Messiah University. Information on the work assignment is below:

Hours/Week: [HOURS]

Start Date: [START]

End Date: [END]

Duties will consist of the following:

[LIST OF DUTIES]

Please contact me if you have questions, concerns, or need additional information.

Sincerely,

[Camp Director Name]

[Camp Director Title]

[Camp Director Address]

[Camp Director Phone]

[Camp Director Email]