

GRAND VALLEY STATE COLLEGE

COLLEGE LANDING . ALLENDALE, MICHIGAN 49401

August 29, 1968

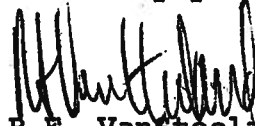
I am pleased to confirm Mr. Tweddale's decision to offer you the position as Clerk Typist effective on September 3, 1968. Your classification in this position will be 1-B, which is compensated at the rate of \$82.50 per week.

I am planning to discuss our staff benefit program with you in more detail in an orientation interview in my office at 2:00 p.m. on September 3. Please bring any questions you may have with you at that time.

The first six months of your employment will be considered a probationary period during which time Mr. Tweddale and the rest of our staff will be orienting you to your new responsibilities. You will be eligible for your first merit review on September 3, 1969, based on your performance in this new assignment.

I am looking forward to your contributions to the college, and I wish you success and happiness in your work here.

Sincerely yours,



R.F. VanSteeland
Personnel Officer

cc: Mr. Tweddale

WEST OF GRAND RAPIDS AT THE GRAND RIVER AND M-45 (FORMERLY M-50)