

SAMPLE OFFER LETTER
CURRICULAR PRACTICAL TRAINING (CPT)

(PLEASE USE COMPANY LETTERHEAD)

****International Students May Not Work as Independent Contractors****

Desktop, Inc.
1234 Table Street
Dallas, TX 75289

Date:

Mr. John Doe
2200 Waterview Parkway, #2000
Richardson, TX 75080

Dear Mr. Doe:

This is to confirm that **(Desktop, Inc.)** is offering you employment in a +**Semester 20xx internship assignment** as **(Title of Position)** starting **xx/xx/20xx and ending on xx/xx/20xx.**

This employment will serve as Curricular Practical Training (CPT) associated with your academic program at The University of Texas at Dallas.

The location of your training will be **(Physical Address)**. **Your Co-op Manager/Supervisor will be **(Supervisor's Name)** Manager, Software Development Department.**

His/Her address:

Telephone number:

E-mail:

You will be **expected to work hours per week** and will receive \$ per hour.

(Part-time CPT authorization limits student to a maximum of 20 work hours per week.)

Your responsibilities will include **(Detailed Position Description)**

_____.

On behalf of the company, I welcome you to **(Company Name)**.

Sincerely,

Mr. H. R. Frank
Director of College Relations