

CURRICULAR PRACTICAL TRAINING EMPLOYMENT TEMPLATE LETTER

Employment letter must be signed and printed on employer's letterhead. Letters may be issued to the student in person or by email

[Date]

[Student's Full Name]

[Student's Address]

Dear [Student's Name]:

[Company Name] is pleased to offer you a position as [Insert Job Title] with the following terms:

- Start and end date
- Number of hours per week
- Job location address (street address, city, state, zip code)
- Job description
- Paid/Unpaid
- Supervisor (name, phone number & email address)

OPTIONAL: You may include any other information required by your organization such as orientation dates, non-disclosure agreements, or any other requirements prior to work.

We look forward to working with you.

Sincerely,

[Name of Direct Supervisor / Human Resource Representative]

[Title(s)]

[Company Name]

[Address]

[Email Address]

[Telephone #]

Note to the Employer:

- An F-1 international student may not begin employment until s/he has received the Form I-20 authorizing the employment.
- Under F-1 Regulations, full-time is defined as 21 hours or more; part-time is defined as 20 hours or less.