

# Sample Letter of Recommendation from Department For Academic Training Application

CU DEPARTMENT LETTERHEAD

**(Date)**

Dear ISSO Advisor,

The purpose of this letter is to confirm that **(Student name)** has been offered a training position as **(job title)** at **(company/department name)**. The employment will begin on **(start date)** and end on **(end date)**, and will be located at **(full location of work)**. **(Student)** will work **(x)** hours per week, with a salary of **(\$ amount)** per **(week, hour, etc)**. **(Training Supervisor's name and contact information)** will be the Training Supervisor.

Through this training program, (s)he will gain experience in **(elaborate on the duties/goals/objectives of the program)**.

The training relates to **(the student's)** studies in **(major)**. Furthermore, it serves as an integral part of the student's academic program as **(elaborate on its relevance and criticalness to the academic program)**.

Sincerely,

**(Signature)**

**(Academic Advisor/Dean)**

**(Title)**

**(Phone number xxx-xxx-xxxx)**

**(E-mail Address)**