

EMPLOYMENT OFFER LETTER - SAMPLE
in support of Curricular Practical Training (CPT)

[Letter must be produced on company letterhead stationary]

[date]

[name of student]

[address]

Dear **[name of student]**:

[name of company] is pleased to offer you temporary employment in support for your curricular practical training application. You are scheduled to work **[number of hours]** per week, beginning **[start date]** and ending **[end date]**. This period of employment corresponds to the dates of your semester classes. For this employment you will be paid a rate of **[amount/time]**.

During the term of your employment, your major duties and responsibilities will include **[brief description of tasks to be performed]**.

In addition, it is our understanding that you will be authorized to accept this employment under United States Citizenship and Immigration Services (USCIS) regulations governing Nonimmigrant Students (F-1) and Curricular Practical Training (CPT) status. I certify that this position is not meant to be long-term employment for you, but rather a temporary position to be performed during the regular class dates of your semester.

Sincerely,

[signature of responsible individual in company]

[name and title of responsible individual in company]