

CURRICULAR PRACTICAL TRAINING EMPLOYMENT TEMPLATE LETTER

Employment letters must be signed (handwritten or official digital signature) 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:

- Dates of employment (begin and end dates)
- Number of hours per week
- Job location address (street address, city, state, zip code). *If the work is remote, that must be indicated in the letter.*
- Description of specific duties
- Name of Supervisor
- *If you are applying for an SSN, your letter must indicate that it is a **paid position**.*

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,

Official Signature

[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.