Sample Letter for Employers offering Optional Practical Training Extension to International Students

<Official Letterhead Area>

<Current Date>

SUBJECT: <Student Name>
Optional Practical Training Extension

To Whom It May Concern:

<Student name> has been offered employment at <company/organization name> as <student's position>. His/her employment began on <MM/DD/YEAR> and his/her supervisor is <supervisor's name> who can be reached at <supervisor's phone number>.

<Company/Organization name> is registered and in good standing with the U.S. Citizenship and Immigration Services' E-Verify employment verification program. Our E-Verify number is _____.

Within 48 hours <Company/Organization name> will report to Texas A&M University-Kingsville's ISS Office at international.services@tamuk.edu if the student's employment ends prior to the end of the student's authorized OPT employment period.

Sincerely,

<Supervisor's name>
<Title>
<Company/Organization name>
<Contact information>