

Sample Job Offer Letter

Acme Company, Inc.

123 Easy Street, Lafayette, LA 70504
(Tel) (000) 000-0000 (Fax) (000) 000-0000

Date:

To: Office of International Affairs

(student's name here) has been employed by our company since _____.

Physical location of student's job: 123 Easy Street / Lafayette, LA 70504

Number of hours worked per week: 20

Job title: Marketing Intern

Job duties: Student will assist in Web site design/maintenance, development of company brochures, and development of marketing strategies.

Name of Supervisor: John Smith

Supervisor's Contact Phone Number: (000) 000-0000

Supervisor's E-Mail Address: jsmith@yahoo.com

E-Verify Number: 0000000

Employer Identification Number (EIN): 00-0000000

Explain how employment is related to student's course of study.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith
President
Acme Company, Inc.