

Sample Employer Letter for Curricular Practical Training
TO BE Printed on Company Letterhead

Date

[Employer name and address]

RE: *[Enter Name of Student]*

The above named student has been offered temporary employment as *[enter job title - i.e. intern]* at *[name of company]*. Job duties include *[include brief description of duties]*. *[Enter name of student]* is expected to work *[enter number of hours]* per week. This employment will begin on *[enter initial date of employment]* and end on *[enter final date if employment]*. The street address of the location where the student will be working is *[provide street address including city, state, and zip code]*.

[Please enter a description of student's job responsibilities/duties.]

Should additional information be required, please contact me at *[enter contact phone number and/or email address]*.

Sincerely yours,

Note to employer:

An international student in F-1 status may not begin employment until he or she has received written work authorization for Curricular Practical Training.

Under international student immigration regulations, full-time is defined as 21 hours or more; part-time is defined as 20 hours or less.