

Example Job Offer Letter to be written by your Employer

Note to Employers:

Must be on the Departments Letterhead & EIN Number is the same for all departments at ATU

December 20, 2006

Social Security Administration

2708 East Parkway Drive

Russellville AR 72802

To Whom It May Concern:

This correspondence serves as evidence of on-campus employment for Mr. Mario Rossi, a current international student at Arkansas Tech University. Please use this information to assist him in securing his social security card.

Mr. Rossi has been hired to work in the English Department beginning on February 1, 2007. His employment hours will be 20 hours per week. The job duties for this student will include answering telephones, assisting students, grading papers and other duties as assigned.

My employer contact information is as follows:

Arkansas Tech University, English Department

71-6014834 (EIN Number)

479-968-5555 (Telephone Number)

Ms. Susan Smith (Student's Immediate Supervisor)

Sincerely,

Susan Smith

English Department