

CAL POLY HUMBOLDT

International Programs · College of Extended Education & Global Engagement

Model Employment Letter for F-1 CPT, OPT or J-1 AT

General Information

Use the letter below as a guideline for writing an employment letter. Please print the letter on letterhead.

Sample Letter

Date: _____

Student's name: _____

Student's address: _____

RE: Name of Company's Offer of Employment

Dear Student Name:

This is to confirm that Name of Company is offering you employment as a Title of Internship/Position for X months starting on Date. We understand that this employment is contingent upon approval for (*pick one*) Curricular Practical Training OR Optional Practical Training OR Academic Training work authorization (*pick one*) following OR in concurrence with your degree program at Cal Poly Humboldt. The location of employment will be Location. Your training supervisor will be Name of Supervisor, Title of Supervisor. You will be expected to work full time, and will be paid (*pick one*) hourly OR an annual salary of \$/hour or \$ salary.

The duties of your position will be as follows:

Describe duties

Welcome to Name of Company.

Sincerely,

Signer's Name

Signer's Title

Name of Company

Address of Company

Company EIN (*If employer is Cal Poly Humboldt, the EIN# is 68-0282413*).