

SAMPLE OF TN VISA EMPLOYMENT LETTER

The purpose of this correspondence is to extend to you a formal offer of employment as _____ (title) _____ in the Department of _____. You were selected for the position after an extensive recruitment effort (*elaborate on the recruitment effort*). Your degrees in _____ (*state the credentials of the employee*) and your experience in (*state the experience of the employee in the particular field*) make you an amply qualified for the position.

The _____ position you are being offered is for the period _____ through _____ at the annual salary of \$_____. You will be assigned to work on the _____ (*specify*) _____ project and other projects related to your studies, skills and interests. This position is covered under the category of _____ (*indicate position title*) _____ in the TN-1 treaty provisions within the North American Free Trade Agreement. The principal duties for this position include:

- (*Enumerate duties*)

This offer of employment is contingent upon your ability to meet appropriate United States immigration requirements for TN status.

Sincerely,

Department Head Signature Required