

**SAMPLE EMPLOYER'S LETTER
FOR
F-1 CURRICULAR PRACTICAL TRAINING**

[Employer/Company Letterhead]

[Date]

[F-1 Student's Name]
[F-1 Student's Address]

Dear Mr./Ms. [STUDENT NAME]

This is to confirm that [EMPLOYER/COMPANY] is offering you employment as a [POSITION TITLE]. The details for you to request Curricular Practical Training work authorization for this position are as follows:

- Employment Start Date: _____
- Employment End Date: _____
- Employment Site Location: _____
- Hours Per Week: _____
- Duties and Responsibilities: _____

Sincerely,

[SIGNATURE HERE]

[NAME]
[TITLE]
[CONTACT INFORMATION]