

## Sample Employer Letter for F-1 Curricular Practical Training (CPT)

To be typed, signed and printed on letterhead from your prospective employer.

Date: \_\_\_\_\_

To Whom It May Concern:

I hereby verify that \_\_\_\_\_ (full name of employee) has been offered a position at \_\_\_\_\_ (name of company) under the following terms:

CPT Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Number of hours to work per week \_\_\_\_\_

Name of Company \_\_\_\_\_

Physical Address \_\_\_\_\_  
(No PO Box) Street Address City State Zip code

Job Title \_\_\_\_\_

Role and responsibilities of the position:

Name of Supervisor: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor or Human Resources Representative

\_\_\_\_\_  
Date