

CPT EMPLOYER OFFER LETTER EXAMPLE

[Official Letterhead]

[Date]

[Student Name]

[Student Address]

Dear [Student Name],

[Company/Organization Name] is pleased to offer you a position as [Title of Position]. Below is the confirmation of the specifics regarding your position with our company.

Employer Identification Number (EIN):

Employer Name:

Employer Physical Address:

Physical Address where you will work – *please verify if remote or if the student will work at a different location if remote a physical location of the place of employment is still required:*

Position Title:

Description of Duties/Job Description:

Number of Work Hours Per Week: - *Summer employment requires full-time employment*

Hourly rate of pay (if applicable):

Start date of employment: (MM/DD/YYYY) – *Can be no earlier than two weeks before the start date of applicable term*

End date of employment: (MM/DD/YYYY) – *Can be no later than one day BEFORE the start date of next term*

Supervisor name, title, direct phone number, and email address

I confirm that we will be cooperating with Florida Polytechnic University to achieve the curricular purpose of this work experience by providing you with the opportunity to gain practical experience in your field of study and by completing an evaluation if needed for your internship course. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Supervisor's Signature]

A NOTE TO EMPLOYERS

International students in F-1 status may be eligible to apply for Curricular Practical Training which is a type of practical training/employment authorization that is directly related to their field of study. As part of the application for this authorization, students are required to provide a letter from their employer that provides key details regarding the employment offer, as outlined in the sample letter below.

Additionally, students are required to enroll in an internship course offered through their academic department at Florida Poly. These courses often require the student to submit an evaluation from their supervisor to complete the learning objectives of the course.

Thank you for in advance for your assistance in completing these steps. If you have any questions, you are welcome to contact:

Florida Polytechnic University, International Student Services at: 863-874-8723/8738 or ISS@floridapoly.edu