

Company letter head or the following:

[Employer's Name]

[Employer's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

To Whom It May Concern,

This letter is to confirm that [Student's Full Name], a student at [University Name], is employed with [Company Name] in the position of [Job Title]. The position is related to [Student's Major], and the student's role will involve [brief description of job duties]. This employment is a direct extension of the student's academic program and is an integral part of their curriculum as part of Curricular Practical Training (CPT). The employment details are as follows:

- ****Job Title****: [Job Title]
- ****Dates of Employment****: From [Start Date] to [End Date]
- ****Hours per Week****: [Number of Hours per Week]
- ****Work Location****: [Company Address or Work Site Address]

[Student's Full Name] will be working under the supervision of [Supervisor's Full Name], [Supervisor's Title] at [Company Name]. The work is related to the student's academic program and will provide valuable hands-on experience in the field of [Industry/Field], which directly complements their coursework in [Course/Program].

This employment is contingent upon the student obtaining Curricular Practical Training (CPT) authorization through [University Name] and is temporary, lasting for the duration of the employment period stated above.

If you need any further information, please feel free to contact me at [Employer's Contact Information].

Sincerely,

[Employer's Signature]

[Employer's Name]

[Employer's Job Title]

[Company Name]