



Millersville University

OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES

# EMPLOYMENT OFFER LETTER SAMPLE

This template is for the use of current Millersville University students who are in good standing and are applying for off-campus employment through Curricular Practical Training (CPT) or Academic Training (AT). You should meet with an Office of International Programs and Services Advisor before applying for CPT or AT.

**STUDENTS MUST SUBMIT LETTER FROM THEIR EMPLOYER INCLUDING THE FOLLOWING DETAILS:**

- Statement of job offer
- Student's name
- Letter must be on official company letterhead
- Specify the employment address where the student will work
- Specify the number of hours to be worked. Not to exceed 20 hours per week when school is in session.
- Specify the start and end dates of CPT/AT employment

## LETTERS MUST BE ON OFFICIAL COMPANY LETTERHEAD

**DATE**  
**STUDENT NAME**  
**ADDRESS**

Dear **STUDENT NAME**,

Congratulations! **COMPANY NAME** is pleased to offer you an internship position, with the following terms:

- Start and end date: \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY
- Number of hours per week: \_\_\_\_\_
- Job location: \_\_\_\_\_  
Street address City, State Zip Code
- Job title and brief description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please contact **SUPERVISOR** at **PHONE NUMBER** and **EMAIL ADDRESS**.

Sincerely,

**SIGNATURE**  
**PRINTED NAME**  
**TITLE**