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