



Millersville University
WARFEL CENTER
FOR INTERNATIONAL
PROGRAMS & 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 a Warfel Center for 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