

XYZ Company
100 Main Street
Anytown, NY 11222

SAMPLE EMPLOYER SPONSORSHIP LETTER

(Must be on company letterhead and include a signature from company representative)

Date: December 1, 2010

Term: Spring 2010

Student Name: Nancy Class

This letter is to confirm that the above referenced student is eligible for tuition reimbursement as a benefit through XYZ Company. The semester reimbursement

includes: Tuition: \$ _____
Fees: \$ _____
Other Exp: \$ _____

Total Reimbursement: \$ _____

XYZ company agrees to pay SUNYIT directly and within 30 days of billing. It is understood that if payment is not made within 30 days, the student may be charged monthly late fees on any unpaid balance. All reimbursements must be made directly to SUNYIT and not to the student.

Thank you,

Jane Smith
HR Director
XYZ Company