

SAMPLE EMPLOYER OFFER LETTER

Letter must be on corporate/company letterhead paper
ALL BOLDDED ITEMS ARE REQUIRED

Name of Organization

Street

City, State Zip

Date

Mr/s. Student

Street address

City, State Zip

Dear Mr/s. Student:

This is to confirm that **(name of organization and EIN number)** is offering you an internship position. This employment will serve as Curricular Practical Training (CPT) associated with your academic program at the University of Texas at Dallas.

- **Internship Position Title:**
- **Start Date:** _____
- **End Date:** _____
- **Hours per Week:** _____
- **Wages:** \$_____ per hour (if not paying per hour then enter the correct information)
- **Physical address/location:**
- **Physical address/location of intern's assignment (if different from above):**
- **Internship Manager/Supervisor's Information:**
 - Name and title
 - Department
 - Phone number
 - Email address
- **Job Description:** ...(Employer, this must include detailed information on what the student will be doing...his/her job responsibilities.)

On behalf of the company, I welcome you to (organization's name).

Sincerely,

(Need Signature Here**)**

Supervisor or Hiring Manager

Title

Note to Employer: Student may not start working until they have an updated I-20. UT Dallas may need at least 4-7 days to process the necessary paperwork from the date of this letter.