Curricular Practical Training Employer Letter Template

F-1 students applying for Curricular Practical Training (CPT) must turn in a letter from their CPT employer containing the following information:

- Number of hours per week OR if the job is full or part-time
- Employer address with zip code
- Start and end-date of employment
- Job title and brief position description

If your employer would like to see an example of how the letter should be formatted, please provide them with the following template:

*To be printed on company letterhead*

DATE

STUDENT NAME
ADDRESS

Dear STUDENT NAME,

COMPANY NAME is pleased to offer you an INTERNSHIP/PRACTICUM, with the following terms:

- Start and end date: ___________ to ___________  
  mm/dd/yyyy    mm/dd/yyyy

- Number of hours per week: _______  OR, please check one:  □ Part-time   □ Full-time

- Job location address (street address, city, state, zip code): __________________________________  
  Street Address
  ____________________________________________________________________
  City      State    Zip Code

- Job title and brief position description: _________________________________________________  
  ____________________________  
  ____________________________  
  ____________________________

If you have any questions or need any further information, please contact NAME OF SUPERVISOR at PHONE NUMBER AND/OR EMAIL.

Sincerely,

SIGNATURE
TITLE