

## CPT EMPLOYER LETTER TEMPLATE

(Please type this letter on employer letterhead)

Dear International Student Services at Pacific Lutheran University:

This letter is to confirm our offer of employment for \_\_\_\_\_ .  
(Name of student)

The employment offer is for \_\_\_\_\_ hours per week to begin on mm/dd/yy and will end on mm/dd/yy. We understand that this training is an integral part of the student's academic program.

The student will be working as a \_\_\_\_\_  
and the responsibilities include: \_\_\_\_\_

If you have questions about the student's proposed employment, please feel free to contact \_\_\_\_\_ at \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(Name, signature and date)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name and address of employer)