

Template for Employer Letter

Updated: 1/12/2012

<Company Letterhead>

<Date>

<Student name>

<Student address>

Dear<student>

<Company>is pleased to offer you a position of<job title>reporting to <supervisor>. Your employment will begin on <date>, with an hourly rate of <amount>. The job period will end on <date>. The specific hours of employment will be determined at a later date.

On your first day of employment, please report directly to <our office> at <time> and ask for <supervisor>. *<Optional: We will have you complete the necessary employment forms. Your photo will be taken for your name badge, this is for identification and building access purposes.>*

In accordance with the Federal Immigration Law, please be prepared to provide documentation that verifies your lawful right to accept employment in the United States (for internships with CPT authorization, this is your form I-20 with the Designated Schools Official's CPT authorization located on page 3).

*<Optional: This is an at-will employment relationship, and either you or <company>may terminate the relationship for any reason, with or without cause, and with or without advance notice. The company may also terminate the relationship, without prior notice, for unsatisfactory job performance, misconduct, or failure to abide by <company> policies or the terms of this letter.*

Welcome to <company>

Sincerely,

<Signature>

<Name>

<Position>

<Company Address>

<Company Telephone>