

Sample Letter of Employer Letter for Academic Training Application

This letter from your employer will confirm that you have an offer of employment.

EMPLOYER LETTERHEAD

(Date)

Dear **(Student name)**,

This letter is to extend a formal offer of employment as **(job title)** at **(company/department name)**. The employment will begin on **(start date)** and end on **(end date)**. Your training program will be located at **(location of work)**.

This program will serve as Academic training following your **(degree)** in **(program/department/major)** at Columbia University. Through this training program, you will gain experience in **(elaborate on the goals/objectives of the program)**.

Your Training Supervisor will be **(name of supervisor)** in **(department)**.

You will be expected to work **(x)** hours per week, with a salary of **(\$ amount)** per **(week, hour, etc)**.

On behalf of the company, I welcome you to **(company name)**.

Sincerely,

(Signature)

(Supervisor Name)

(Title)

(Telephone xxx-xxx-xxx)

(E-mail Address)