

## Sample Letter of Employment Offer (from Employer)

EMPLOYER LETTERHEAD

Name  
Street address, Apt. #  
City, State, Zip

**(Date)**

International Students and Scholars Office  
Columbia University  
524 Riverside Drive, New York, NY 10027

Dear ISSO Advisor,

This letter is confirm that **(Student name)** has been offered a training position as **(job title)** at **(Company/department name)**. The employment will begin on **(start date)** and end on **(end date)**, and will be located at **(location of work)**. **(Student)** will work **(Part-time <20 hrs/wk or Full-time >20 hrs/wk)** for **(x)** hours per week. The employment will be **(paid/unpaid)**.

The position duties include **(description of your position duties)**.

If you need more information, I can be reached by email at **(Email)** or by phone at **(Phone xxx-xxxxxxx)**.

Sincerely,

**(Signature)**  
**(Supervisor)**  
**(Title)**