

Sample Letter from CPT Employer

Use this sample letter as a guide for including all 6 requirements.

1 Official Company Letterhead	<p>EMPLOYER LETTERHEAD Name Street address City, State, Zip</p> <p>(Date)</p> <p>International Students and Scholars Office Columbia University 524 Riverside Drive, New York, NY 10027</p> <p>Dear ISSO Advisor,</p> <p>This letter is to 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).</p> <p>The position duties include (description of your position duties).</p> <p>If you need more information, I can be reached by email at (email) or by phone at (phone xxx-xxxxxxx).</p> <p>Sincerely,</p> <p>(Signature) (Supervisor) (Title)</p>	2 Specific start and end dates.
3 Include the U.S. address of your employer. Indicate if you are working remotely from your NY-area home.		4 The number of hours per week you will work.
5 Detailed description of job duties.		
6 Signed and dated by your employer.		