

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 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)**.

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)