Delete ⤍ - - - - - - - - - - - - - - - - - - - **Use the sample text below for creating your own TN Employment Offer Letter. Replace text within the brackets “[ ]” with your own information.**- - - - - - - ⤌Delete

**[Employer Letterhead]**

**[Date]**

U.S. Customs and Border Protection

ATTN: USMCA Officer

**RE: Application for Admission in TN Status of [employee’s full name]**

We provide this letter in support of **[employee’s full name]** application for admission in TN Status for employment at Columbia University. This letter supports the use of TN status by the referenced applicant, whom Columbia University wishes to employ for a period not to exceed three years.

Columbia University ("Columbia") was founded in 1754 as King's College by royal charter of King George II of England. It is the oldest institution of higher learning in the state of New York and the fifth oldest in the United States. Columbia is organized into different schools including but not limited to the Graduate School of Arts and Sciences, Columbia College, the Fu Foundation School of Engineering and Applied Science, Columbia Law School, Columbia Business School and the Columbia College of Physicians and Surgeons. Among its many notable alumni and former students are five Founding Fathers of the United States; three U.S. Presidents, 20 U.S. Supreme Court Justices, Nobel laureates, foreign heads of state, and Academy Award winners.

Employing Department: **[Columbia Department Name]**

Job Title: **[Job Title]**

Dates of Employment: From **[mm/dd/yyyy]** to **[mm/dd/yyyy]**

Salary: **[$ per year]**

TN Classification: [**name of specific USMCA profession]** as outlined by the provisions of the USMCA treaty.

**[Check here for list of professions** <http://bit.ly/usmcajobs> ]

In the capacity of [Job Title], (s)he will [**elaborate on duties which support the correlation between the Columbia job title and the specific USMCA profession classification selected**].

[**Full name**] is qualified for the position of [ **job title**] by virtue of <**elaborate on degree and credentials required for the Columbia position and required by the USMCA profession classification selected>.**

We respectfully request that [**full name**]'s application for admission in TN status be approved.

Should you require any additional information or documentation, please contact this office directly.

Sincerely,

**[Chair, Director or Supervisor’s signature in original “blue ink”]**

**[Chair, Director or Supervisor’s Name]**

**[Columbia title]**

**[Phone number]**

**[Email address]**