

## EMPLOYER LETTERHEAD

**(Date)**

Dear U.S. Immigration Officer,

This letter is in support of **(name)**'s TN application, upon which **(his/her)** employment is contingent. **(Name)** has been offered employment as **(job title)** at **(company/department name)**. **(Name)**'s **Bachelor's, Master's, Doctorate** degree(s) in **(field of study)** from Columbia University as well as experience in **(other relevant work)** qualify **(him/her)** for this position.

The employment will begin on **(start date)** and end on **(end date)**, and will be located at **(location of work)**. (S)he will work **(x)** hours per week, with a salary of **(\$ amount)** per **(week, hour, etc)**.

The supervisor will be **(Name of supervisor)** in **(department)**. Project assignments related to the employee's skills and interests include: **(elaborate on specific projects)**. Furthermore, the position includes the following specific duties: **(elaborate on the duties/goals/objectives of the program)**. This position is a professional activity in the occupational category of **(occupational category)**, as outlined by the provisions of the NAFTA treaty.

Thank you for your thorough consideration of the TN application of this qualified individual.

Sincerely,

**(Department Head Signature)**

**(Department Head)**

**(Title)**

**(Phone number xxx-xxx-xxxx)**

**(E-mail Address)**