Sample CPT Offer Letter

[Company Letterhead]

[Company Name]

[Company Address]

[City, State ZIP Code]

[Phone Number]

[Email Address]

[Date]

To Whom It May Concern:

This letter is to confirm that [Student's Full Name] has been offered a position as a [Job Title] with [Company Name]. The training will take place at [Worksite Address], and the student is expected to begin employment on [Start Date] and continue through [End Date].

The position will require [Number] hours per week and will involve the following duties and responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Etc.]

This role is directly related to [Student's Major] and is designed to complement their academic program at Saint Peter's University by providing hands-on experience in the field.

[Student's Full Name] will be supervised by [Supervisor's Full Name and Title], who can be reached at [Supervisor's Email] or [Phone Number].

If you have any further questions, please feel free to contact me at the number or email listed above.

Sincerely,

[Signature of Employer Official with Signatory Authority]

[Printed Name and Title of Employer Official with Signatory Authority]