

(Sample Employer Offer Letter for F-1 CPT Authorization)

Completed on company letterhead/logo/footer throughout the letter

Date

Student's Legal Name

Student's Physical Address

Dear Student,

I am very pleased to offer you <position title> with <company/organization name>. The position details/job description/responsibilities are: <position description>. (CPT positions must be directly related to the student's major.)

Your internship will start on <start date> and will end on <end date>. You are expected to work <number of hours> each week. Your internship will be located at <location> (examples include: city, state; full address of office location; or 'remote from location'; hybrid stating 'remote' and the physical office location).

Your supervisor will be <name, title>. Should you have any questions regarding the specifics of your internship, please contact me at <email/contact information>.

Sincerely,

<signature>

*Mr. Example* Digitally signed by your common name here  
DN: your distinguished name here  
Reason: your signing reason here  
Location: your signing location here  
Date: 2010.03.17 17:42:22 -07'00'



(adobe certified signature)

(electronic image signature)

(Signatures we will accept are electronic image signatures, adobe certify signature, DocuSign Signature, and handwritten. A few examples are above.)

<Person's signature block: name, title, contact, etc.>