(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 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; just 'remote' or 'remote from location'; hybrid stating 'remote' and the physical office location).

Your supervisor will be <a href="name"><a href="nam

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

(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.>