



## Sample Letter from CPT Employer

Give this link to your employer as a template for including the following six items:

- Official company letterhead
- Specific start/end dates
- Address of your employment.
- Number of hours per week you will work
- Detailed description of job.
- Employer's signature, name, and title

### EMPLOYER LETTERHEAD

Name/ Street Address/ City, State, Zip

Office of International Programs  
President's Hall, Room 9  
Seton Hall University  
400 South Orange Ave  
South Orange, NJ 07079

(Date)

Dear OIP Advisor,

This letter is to confirm that **(student name)** has been offered a position as **(job title)** at **(company name)**. The employment will **begin on (start date) and end on (end date)** and will be located at **(location of work)**. **(Student)** will work **(Part-time ≤ 20 hrs/wk or Full-time > 20 hrs/week)** for **(x) hours per week**. The employment will be **(paid/unpaid)**.

The duties of this position will include **(description of student's position duties)**.

If you need more information, I can be reached by email at **(email)** or by phone at **(phone)**.

Sincerely,

**(Signature)**

**(Supervisor's Name)**

**(Title)**