

Sample letter from employer for Academic Training

(please use letterhead)

Date:

International Student Coordinator
International Student Affairs Office
P.O. Box 27009
Philadelphia, PA 19118

Re: Academic Training

Dear Coordinator:

This letter is an offer for an Academic Training position for _____
(student name) that will begin on _____ and end on _____.
(maximum time is 18 months)

This position will include the following tasks and responsibilities: _____.

The salary for this position will be: _____.

The student will report to _____ (name of supervisor) throughout this period.

Sincerely,

(Employer or Supervisor)