

Sample letter from employer for Post Curricular Academic Training

(please use letterhead)

Date:

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

Re: Post Curricular Academic Training

Dear Coordinator:

This letter is an offer for a Post Curricular Academic Training position for _____(student name) that will begin on _____(no later than 30 days from date of graduation) 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)