

Academic Training Employment Verification Template Letter

Employment letters must be printed on official letterhead and include a handwritten or verified digital signature. Letters may be provided to the student either in person or via email.

[Date]

[Student's Full Name]

[Student's Address]

Dear [Student's Full Name],

We are pleased to offer you a position with [Company/Department Name] as a [Insert Job Title]. The details of your academic training opportunity are as follows:

- **Employment Dates:** [Start Date] to [End Date]
- **Weekly Hours:** [Number of hours per week, minimum 20 hours per week]
- **Compensation:** [Indicate salary/stipend amount or state "Unpaid"]
- **Job Location:** [Street Address, City, State, Zip Code]
- **Job Description/Objective:** [Briefly describe duties and how the role relates to the student's major/field of study]
- **Supervisor:** [Supervisor's Full Name], [Title]

This position is directly related to your field of study and designed to provide practical experience that complements your academic program. We look forward to supporting your professional development during this training period.

Sincerely,

[Official Signature]

[Printed Name of Supervisor/Human Resources Representative/Chair or Dean]

[Title]

[Company/Department Name]

[Address]

[Email Address]

[Phone Number]

Note to the Employer:

- For on-campus employment, the letter must also be signed by the department Chair or Dean.
- J-1 students may not begin employment until they receive an updated Form DS-2019 with work authorization.