Employment letters must be signed (handwritten or official digital signature) and printed on employer’s letterhead. Letters may be issued to the student in person or by email.

[Date]

[Student’s Full Name]
[Student’s Address]

Dear [Student’s Name]:

[Company Name] is pleased to offer you a position as [Insert Job Title] with the following terms:

• Dates of employment (begin and end dates)
• Number of hours per week
• Job location address (street address, city, state, zip code). If the work is remote, that must be indicated in the letter.
• Description of specific duties
• Name of Supervisor
• If you are applying for an SSN, your letter must indicate that it is a paid position.

OPTIONAL: You may include any other information required by your organization such as orientation dates, non-disclosure agreements, or any other requirements prior to work.

We look forward to working with you.

Sincerely,

Official Signature

[Name of Direct Supervisor / Human Resource Representative]
[Title(s)]
[Company Name]
[Address]
[Email Address]
[Telephone #]

Note to the Employer:
• An F-1 international student may not begin employment until s/he has received the Form I-20 authorizing the employment.
• Under F-1 Regulations, full-time is defined as 21 hours or more; part-time is defined as 20 hours or less.