

LETTER OF HIRE TEMPLATE

CPT EMPLOYMENT AUTHORIZATION FOR INTERNATIONAL STUDENTS

Required information is in BOLD

Please OMIT any italicized text from your final Letter of Hire

REPLACE THIS HEADER WITH COMPANY LETTERHEAD

International students MUST submit a Letter that follows this template precisely.
Save it as a PDF and upload it in your online application. ***Do not submit your offer letter.***

USE OFFICIAL EMPLOYER'S COMPANY LETTERHEAD

BUSINESS ADDRESS

Date

To whom it may concern:

(**Student's Full Legal Name**) will intern with (**Company's Name**) during the (*select one Fall or Spring or Summer 20__*) semester. The internship will begin on (**Start Date** – *must be on or after stated semester start date and leave 2-3 weeks for application processing*) and end on (**End Date** – *must be no later than stated semester end date*). (**Student's Name**) will work (**Days and Hours Each Day**, *i.e. Tuesday 10AM-6PM and Thursday 10AM-6PM*), which accounts for (**Number of Hours**) per week. This internship is (**Paid or Unpaid**) at the rate of (**Compensation** – *for internships totaling over 200 hours, intern should be paid at least your State's minimum wage*).

This opportunity is designed to give (**Student's Name**) professional work experience in his/her/their field of study. She/He/They will be working with (**Supervisor's Name, Title**) who can be reached at (**Phone Number and Email**). While interning with (**Company's Name**) based at (**Company's Office Address** *if it does not match business address listed at the top*), (**Student's Name**) will be (**Internship Description and Duties**).

FOR FULLY REMOTE INTERNSHIPS ONLY, please add the following:

(**Student's Name**) will be working **remotely**, and the student's supervisor will assess their engagement and attainment of learning objectives electronically.

Sincerely,

SIGNATURE of Company Representative (*For this semester - electronic signatures are acceptable*)
TYPED NAME of Company Representative

Letter of Hire Information

The following information is non-negotiable (must be included) for the Letter of Hire:

- Employer's Company Letterhead
- Employer's Business Address
- Student's Full Legal Name
- Employer's Company Name
- Semester and Year of Internship
- Start Date
- End Date
- Days Student will be working
- Hours per day Student will be working
- Total hours per week Student will be working
- Compensation (paid or unpaid)
- Supervisor's Name, Title
- Supervisor's contact information (phone and email)
- Internship tasks and responsibilities
- Signature