

F-1 Off-Campus Work/Employment Authorization
Curricular Practical Training ([CPT](#)) Employer Support/Offer Letter
[REQUIREMENTS]

[All **REQUIREMENTS** are indicated in **BOLD** below and within the **EXAMPLE LETTER** on pg. 2]

[On Company/Organization Letterhead]

[Date Letter Issued]

[Full Legal Name of F-1 Student]

[F-1 Student's U.S. Address]

Dear [Full Legal Name of F-1 Student],

We are pleased to offer you the position of [Position Title] with [Full Legal Name of Employer / Organization]. Please find the following confirmation and details of the work/employment outlined below:

- *Title:* [Enter Position Title]
- *Start Date:* [Enter Position Start Date from the List of Eligible Dates [Here](#)].
- *End Date:* [Enter Position End Date from the List of Eligible Dates [Here](#)].
- *Number of Work Hours Per Week:* [Enter Number of Hours Per Week].
- *Salary/Stipend:* [Enter Compensation Information or "Unpaid"].
- *Reporting Relationship/Supervisor:* [Legal Name of F-1 Student] will report to [Name of Supervisor], [Supervisor Position Title] of [Legal Name of Employer/Organization].
 - [Name of Supervisor] may be contacted by phone at [Supervisor Phone Number] or by email at [Supervisor Email Address].
- *Work/Employment Duties & Responsibilities:* The duties and responsibilities for the [Enter Position Title] position will include the following:
 - [Provide a Detailed Description of all Job Duties and Responsibilities].
- *Office Location:* [Name of Employer/Organization's] headquarters is located at [Headquarters Address], but [Name of F-1 Student] will work at our [Student's Physical Worksite Address (if different from headquarters address)].

For any questions, don't hesitate to contact me at [Enter the Contact Information of the Individual Issuing the Letter (Telephone and Email Address)].

Sincerely,

[Handwritten Signature of the Individual Issuing the Letter]

[Typed Legal Name of the Individual Issuing the Letter]

[Contact Information of the Individual Issuing the Letter (Address, Telephone, Email, and Website)]

**F-1 Off-Campus Work/Employment Authorization
Curricular Practical Training ([CPT](#)) Employer Support/Offer Letter
*[EXAMPLE LETTER]***

[All **REQUIREMENTS** are indicated in **BOLD** within the **EXAMPLE LETTER** below]

Company XYZ Inc.

February 1, 2026

Timothy Beaver
123 MIT Ave, Apt. 1, Cambridge, MA, 02139

Dear **Timothy Beaver**,

We are pleased to offer you the position of **Summer Engineering Intern** with **Company XYZ Inc.** Please find the following confirmation and details of the work/employment outlined below:

- *Position Title:* **Summer Engineering Intern**
- *Start Date:* **May 21, 2026** (eligible dates listed [here](#)).
- *End Date:* **August 21, 2026** (eligible dates listed [here](#)).
- *Number of Work Hours Per Week:* **25-40 hours per week.**
- *Salary/Stipend:* The compensation for this position will be **\$15.00 per hour.**
- *Reporting Relationship/Supervisor:* **Timothy Beaver** will report to **George Washington, Managing Director** at **Company XYZ, Inc.**
 - **George Washington** may be contacted by phone at **123-456-7890** or by email at gwash@companyxyzinc.com.
- *Work/Employment Duties & Responsibilities:* The duties and responsibilities for the **Summer Engineering Intern** position will include the following:
 - **[Example] Developing marketing resources (webpages and videos) for products.**
 - **[Example] Create sales presentations and surveys for prospective clients.**
 - **[Example] Work with managers to analyze the effectiveness of marketing resources.**
 - **[Example] Attend weekly working group staff meetings.**
- *Office Location:* **Company XYZ Inc.** headquarters is located at **100 Main Street, Cambridge, MA 02139**, but **Timothy Beaver** will work at our **123 5th Ave, New York, NY 10011** location.

For any questions, don't hesitate to contact me at **123-765-4321** or jadams@xyzinc.com.

Sincerely,

John Adams

**John Adams | Director of HR | Company XYZ Inc. | 100 Main Street, Cambridge, MA 02139 |
Tel: 123-765-4321 | E: jadams@xyzinc.com | Web: www.companyxyzinc.com |**