**SAMPLE EMPLOYER OFFER LETTER**

**\*Letter must be on corporate/company letterhead paper\***

ALL **BOLDED** ITEMS ARE REQUIRED

**Name of Organization**

Street

City, State Zip

Date

Mr/s. Student

Street address

City, State Zip

Dear Mr/s. Student:

This is to confirm that **(name of organization and EIN number)** is offering you an internship position. This employment will serve as Curricular Practical Training (CPT) associated with your academic program at St. Norbert College.

• **Internship Position Title:**

• **Start Date**:

• **End Date**:

• **Hours per Week**:

• **Wages**: $\_\_\_\_\_\_ per hour (if not paying per hour then enter the correct information)

• **Physical address/location:**

• **Physical address/location of intern’s assignment (if different from above):**

• **Internship Manager/Supervisor’s Information:**

Name and title

Department

Phone number

Email address

• **Job Description:** …(Employer, this must include detailed information on what the student will be doing…his/her job responsibilities.)

On behalf of the company, I welcome you to (organization’s name).

Sincerely,

**(\*\*Need Signature Here\*\*)**

Supervisor or Hiring Manager

Title

**Note to Employer: Student may not start working until they have an updated I-20. St. Norbert College may need at least 4-7 days to process the necessary paperwork from the date of this letter.**