

On Letterhead

Sample Employer's Letter for J-1 Academic Training

Date

Dear [Student's Full Name]:

This letter serves as confirmation of the employment/internship that we have offered you. The details of the job/internship are as follows:

Job title:

Dates of employment (from/to): _____

Number of hours of work per week:

Salary:

Location of Employment: (Building Number, Street, City, State, Zip)

Supervisor's Name:

Supervisor's Email, Phone, and Address:

Description of employment: (this should include the goals and objectives of the Academic Training)

Sincerely,

Employer's Name and Title