

[on stationary letterhead]

[date]

Princeton University
Davis International Center
Princeton, NJ, 08544

This letter is to confirm that [employer's name] has offered employment to (student last name/student first name).

Job title:

Precise start date of employment:

Precise end date of employment:

Number of hours of work per week:

Supervisor's name:

Supervisor's contact information:

The exact location of the training (the entire address, street, city, state, and zip code are required):

Note to employers: If the student will be working remotely, please include this information in this letter along with the employer's address.

Description of job duties:

[Signature]

[Title]