

Template for CPT Offer Letter

COMPANY LETTERHEAD – ORIGINALS ONLY – NO COPIES

LETTER OF OFFER

DATE: month, day, year¹

Employee's Full Legal Name

Employee's Full Address

RE: Part-time/Full-time POSITION NAME

Dear Employee's Full Legal Name:

Organization/Company Name is pleased to offer you the **Part-time/Full-time** position of **Position Title** at **full address of office**. Employee will **report in person to the provided main office address / work a hybrid schedule / work remotely from their home address / work at this full site address**². Your salary will be **\$XX.XX per hour/month**, beginning on the **first working date** and ending on the **position end date**. You will be required to work **X hours per week** between the hours of XX and XX, Monday through Friday (or other days, as appropriate).

The duties of this position will include **Insert detailed job description here. Include specific duties related to the employee's major or program of study.**

Your mentor/direct supervisor will be **Provide the name of the person who will evaluate the intern at the end of the term here**. The mentor/direct supervisor's contact information is **Provide the supervisor/mentor's email and phone number here.**

¹ Underlined text should be replaced with relevant facts. **Underlined and bold** text is required to approve CPT Request.

² Each slash (/) separates an option. The offer letter needs to describe the level of in-person or remote work and the full addresses of the in-person work sites where the employee is expected to work.

If you need additional information, please feel free to call Human Resources or the supervisor of Employee's Full Legal Name and we will be glad to assist.

Sincerely,

Original or Electronic Signature of Company Representative

Company Representative's name

Company Representative's Title

Contact Information