

INTERNATIONAL STUDENT & SCHOLAR SERVICES

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J-1 STUDENT SAMPLE EMPLOYMENT OFFER LETTER

Employer should copy this text into a document and print this letter on official letterhead.

[Date—current within last 30 days]

To Whom It May Concern:

This letter is to certify that [*student's name*] will be working for [*# of hours*] per week at [*name of employer*] located at [*employer's address*]. [*He/she*] will be working in the position of [*name of the position*] and [*his/her*] job duties will be to [*describe job*]. [*His/her*] employment period is from [*mm/dd/yyyy*] to [*mm/dd/yyyy*].

For additional information, please contact the student's supervisor, [*name of supervisor*] at [*email and telephone number*].

Sincerely,

[*Signature*]

[Name of Author]

[Title]