

COMPANY/ORGANIZATION LETTERHEAD

Today's Date

Student's Legal Name

Student Address

RE: Curricular Practical Training (CPT) Offer Letter

Dear **Student Name**,

This letter confirms your offer of practical training with **Company/Organization Name**. The dates of your practical training offer are from **START DATE** to **END DATE**. You are expected to work **#** hours per week. The details of your position are stated below.

Position Title:

Position Description/Job Duties (must directly relate to the student's major):

Physical Address of Work Location (must be employer address, even if work is 100% remote):

Remote work locations (only if working remotely):

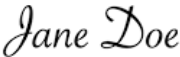
Supervisor Name:

Supervisor Contact Information (phone/email):

We are excited for you to join **Company/Organization Name**.

Sincerely,

Employer's Signature [Must be digitally authenticated or handwritten, see examples below]
Name and title of person signing

✓ Acceptable Signatures ✓			
			
✓ Handwritten with pen and scanned	✓ Handwritten with electronic pen	✓ Adobe Certify with authentication	✓ DocuSign with authentication
✗ Invalid Signatures ✗			
			
✗ Typed font		✗ Electronic signature with no certification	

YOUR COMPANY/ORGANIZATION CONTACT INFORMATION