

**SAMPLE EMPLOYER'S LETTER
FOR
J-1 STUDENT'S ACADEMIC TRAINING**

[Date]

[J-1 Student's Name]
[J-1 Student's Address]
[J-1 Student's Address]

Dear Mr./Ms. [J-1 Student]:

This is to confirm that _____ [Employer] is offering you employment as a _____ [Title of Position] for _____ months starting _____ [Date]. This employment will serve as Academic Training following your _____ [Degree Level] program in _____ [Field of Study] at _____ [University].

The goals and objectives of your training with us will be _____

_____.

The location of your training program will be _____

_____.

Your training supervisor will be _____ [Name and Title]. His/Her address and telephone number appear at the top of his letter.

You will be expected to work _____ hours each week.

On behalf of the company, I welcome you to _____ [Employer].

Sincerely,