

SAMPLE OFFER LETTER
CURRICULAR PRACTICAL TRAINING (CPT)

(PLEASE USE COMPANY LETTERHEAD)

****International Students May Not Work as Independent Contractors****

Desktop, Inc.
1234 Table Street
Dallas, TX 75289

Date

Mr. John Doe
2200 Waterview Parkway, #2000
Richardson, TX 75080

Dear Mr. Doe:

This is to confirm that **(Desktop, Inc.)**, **(Company's EIN)** is offering you employment in a **Semester (Fall, Spring or Summer) 20xx Internship/Cooperative Education assignment** as **_____ (Title of Position)** starting **_____** and ending on **_____**.

This employment will serve as Curricular Practical Training (CPT) associated with your academic program at The University of Texas at Dallas.

The location of your training will be **_____ (Physical Address)**.

Your Co-op Manager/Supervisor will be _____ (Supervisor's Name) Manager, Software Development Department.

His/Her address:

Telephone number:

E-mail:

You will be **expected to work _____ hours per week** and will receive \$ **_____** per hour. **(Part-time CPT authorization limits student to a maximum of 20 work hours per week.)**

Your responsibilities will include **_____ (Detailed Position Description)**

_____.

On behalf of the company, I welcome you to **(Company Name)**.

Sincerely,

Mr. H. R. Frank
Director of College Relations