



**International Center**  
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## CPT PROSPECTIVE EMPLOYER LETTER

This is a sample letter only. The employer can use a different format, if desired. The letter should be typed on company letterhead stationary and must contain the following information: job title and responsibilities, dates of employment, number of hours per week, and the employer's contact information.

Date

To Whom It May Concern:

This letter is being written in reference to \_\_\_\_\_'s application for Curricular Practical Training. Ms./Mr. \_\_\_\_\_ will be employed by \_\_\_\_\_ as a \_\_\_\_\_.

This period of employment will begin on \_\_\_\_\_ and end on \_\_\_\_\_.

S/he will be working \_\_\_\_\_ hours per week. Ms./Mr. \_\_\_\_\_ will be responsible for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This or any offer of temporary employment is contingent upon Ms./Mr. \_\_\_\_\_'s ability to obtain and demonstrate proper authorization to work.

Thank you in advance for your assistance.

Sincerely,

Name  
Title  
Telephone Number