

Sample Job Offer Letter for Curricular Practical Training (CPT)

International students in F-1 status are allowed to be employed in the United States under Curricular Practical Training (CPT) as long as the employment is an integral part of an established curriculum. An offer letter for a job in your major field of study to apply for CPT must include **all** of the components below:

1. **Letterhead:** A printed heading on stationary that may include company's logo, name, and address
2. **Employer Name:** Official Name/Legal Entity
3. **Employer Address:** If your work is remote, ensure the company's headquarters is listed
4. **Description of Employment:** May include Job Title and Job Duties
5. **Number of Hours:** Part-Time or Full-Time
6. **Start Date of Employment:** Visit cpt.ucsd.edu for more information on start dates
7. **Compensation:** Salary or confirmation of compensation
8. **Employer Signature with Signatory's Name and Title:** Digital signature accepted

Sample Letter:



[*Letter must be issued on Company Letterhead]

[Company Name]
[1235 Company Address]
[San Diego City, CA, 91111]
[Tel: 000-000-0000]

[Date of Offer]

Dear **[Student Name]**,

We at **[Employer Name]** are thrilled to offer you a role as a **[Position/Title]**. The job duties include but are not limited to **[Description of Job Title and Duties]**. Starting on **[Start Date of Employment]** you will be expected to work **[Number of Hours per Week]**. You will be compensated **[Salary]** for this role. We look forward to welcoming you to **[Employer Name]**.

Sincerely,

[Employer Signature, Digital Signature Accepted]
[Signatory's Name]
[Signatory's Title]