

CURRICULAR PRACTICAL TRAINING (CPT): SAMPLE OFFER LETTER

COMPONENTS REQUIRED IN OFFER LETTER

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 the following 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. Description of Employment (May include Job Title and Job Duties)
	9. Employer Signature with Signatory' Name and Title (Digital signature accepted)

SAMPLE OFFER LETTER



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

[Date of Offer]

Dear *[Your 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 researching marketing strategies, working directly with the marketing team, and other tasks as assigned.

Starting on **START DATE OF EMPLOYMENT** you will be expected to work **NUMBER OF HOURS OR FULL-TIME/PART-TIME**. You will be compensated **SALARY** for this role.

We look forward to welcoming you to **EMPLOYER NAME**.

Sincerely,

[Employer Signature, Digital Signature Accepted]
Name of Signatory
Title of Signatory