



**Employer's Offer Letter-OPT (Sample)**

*Important: This letter must be completed on company letterhead*

Date:

To Whom It May Concern:

This is to verify that [first name, last name] has been offered employment/is currently employed by [company name] as a [position title] in effective [employment start date].

[Insert job description/duties (3-5 sentences) and how it relates to their current degree program. State whether it is full-time or part-time, the salary, and the location where employment will take place].

Please include the following information:

- Employer contact information
- Employer Identification Number (EIN) xx-xxxxxxx: 9 digits
- Employer Telephone Number
- Student's immediate supervisor information

I agree to comply with the reporting requirements for students on authorized Optional Practical Training (OPT). I agree to report the student's termination or departure to Hartford International within 5 days of termination or resignation from employment.

Sincerely,

(Signature)

Employer/Supervisor's name and title