

SAMPLE EMPLOYER LETTER
CURRICULAR PRACTICAL TRAINING (CPT)
FALL SEMESTER 2006

(PLEASE USE COMPANY LETTERHEAD)

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

Desktop, Inc.
1234 Table Street
Dallas, TX 75289

11 July, 2006

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

Dear Mr. Doe:

This is to confirm that (Desktop, Inc.) is offering you employment in a **Fall Semester 2006 Cooperative Education assignment** as (Title of Position) starting **Monday, 7 August, 2006 and ending on Saturday, 23 December, 2006***. This employment will serve as Curricular Practical Training 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 and telephone number appear on this letter. You will be **expected to work hours per week** and will receive \$ per hour.

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

*** NOTE:**
The Latest Ending Date for students graduating in Fall Semester 2006 is 9 December, 2006.
The Recommended Ending Date for students not graduating this Semester is 23 December, 2006.
The Latest Ending Date for students not graduating in this Semester is 6 January 2007.