

**SAMPLE EMPLOYER LETTER**  
**CURRICULAR PRACTICAL TRAINING (CPT)**  
**SUMMER SEMESTER 2007**

**(PLEASE USE COMPANY LETTERHEAD)**

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

Desktop, Inc.  
1234 Table Street  
Dallas, TX 75289

1 January, 2007

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 **Summer Semester 2007 Cooperative Education assignment** as **(Title of Position)** starting **Monday, 7 May, 2007 and ending on Saturday, 11 August, 2007\***. This employment will serve as Curricular Practical Training (CPT) 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 in this letter. You will be **expected to work \_\_\_\_\_ hours per week** and will receive \$ \_\_\_\_\_ per hour. **(Part-time CPT authorization limits student to a maximum of 20 hours work per week.)**

Your responsibilities will include **( Detailed Position Description )**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

On behalf of the company, I welcome you to **(Company Name)**.

Sincerely,

Mr. Frank Esposito  
Director of College Relations

**\* NOTE:**

**The Latest Ending Date for students graduating in Summer Semester 2007 is 10 August, 2007.**

**The Recommended Ending Date for students not graduating this Semester is 11 August, 2007.**

**The Latest Ending Date for students not graduating in this Semester is 15 August, 2007.**