

## 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 {department/lab} effective {employment start date}.

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

The employer contact information is as follows:

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 ISO within 5 days of termination or resignation from employment.

Sincerely,

(Signature)

Employer/Supervisor's name and title

## **Employer's Offer Letter-STEM Extension (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 {department/lab} effective {employment start date}.

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

The employer contact information is as follows:

Employer contact information:

Employer Identification Number (EIN) xx-xxxxxxx: **9 digits**

E-verify Number : **6 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 ISO within 5 days of termination or resignation from employment.

Sincerely,

(Signature)

Employer/Supervisor's name and title