

Sample offer letter for J-1 Academic Training

Please note that the offer letter must be printed on *letterhead* from your prospective employer and include the following items as in the sample below.

Date: _____

TO WHOM IT MAY CONCERN:

I hereby verify that (full name of employee) _____
will be employed by (name of company) _____ for
the purpose of J-1 Student Academic Training under the provisions of 22 Code of Federal Regulations
(CFR) 62.23(f) as follows:

Job Title: _____

Anticipated start date: _____ Anticipated end date: _____

Number of hours per week: _____ Salary: _____

Address of employment:

The goals and objectives of this training program are as follows (please specify):

Name of Training Supervisor: _____

Address of Training Supervisor: _____

Signature on behalf of Supervisor/Human Resources

Date