Date

Student Name

Student Address

RE: Curricular Practical Training (CPT) Offer Letter

Dear Student Name,

This letter confirms your offer of practical training with COMPANY NAME. The dates of your practical training offer are from START DATE to END DATE. You are expected to work an average of # hours per week. The details of your position are stated below.

Position Title:

Position Description

Physical Address of Training Employer

Supervisor Name:

Supervisor Contact Information (phone/email):

We are excited to begin working with you very soon!

Sincerely,

Signature

Your Name

Your Title