

SAMPLE CPT JOB OFFER LETTER

**[COMPANY NAME]
[STREET NUMBER AND STREET]
[CITY, STATE, AND ZIP CODE]
[PHONE NUMBER]**

[DATE OF LETTER]

To: St. Francis College International Student Programs and Services

[COMPANY NAME] would like to offer **[STUDENT NAME]** an internship position.

Below is the information you requested about the position and our company:

**[COMPANY NAME]
[PHYSICAL LOCATION OF STUDENT'S JOB]
[NUMBER OF HOURS PER WEEK]
[START AND END DATE OF INTERNSHIP]
[JOB TITLE]
[BRIEF DESCRIPTION OF JOB DUTIES]**

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

**[SIGNER OF LETTER]
[TITLE OF LETTER SIGNER]**