Sample CPT employer letter

This letter must be signed by the supervisor, and printed on company letterhead.

Date:

Regarding: Student’s name

To Whom It May Concern:

This is to certify that the student referenced above has been offered a temporary position at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to begin on \_\_\_ /\_\_\_/\_\_\_\_\_ and end on \_\_\_/\_\_\_ / \_\_\_\_\_.

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will work up to \_\_\_\_\_\_ hours a week. Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will/will not be compensated for this work.

It is our understanding that Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will receive academic credit toward his/her degree program at Pepperdine University for completion of the duties assigned to this temporary position. Additional information may be obtained from this office upon request.

Sincerely,

Signature

Name

Title