

# SAMPLE LETTER FROM EMPLOYER

Note:

- You do NOT need to have a job before applying for Optional Practical Training.
- Your OPT employer will write an employment letter for you to submit with your OPT Employment and Contact Update form. Use sample letter below.
- If you decide to travel while on approved OPT, it is strongly recommended that you obtain a letter from your Employer, using sample below.

*ABC Company*

*123 Sample Street*

*Suite 4*

*Anytown*

*AnyState 99999*

February 7, 2005

To Whom It May Concern:

This is to verify that we have provided **Ms. Mary Doe** with the opportunity to obtain needed practical experience in [ **her / his** ] field of study.

**Ms. Doe** [may begin working / began working] as soon as she [ **receives / received** ] employment authorization from the US Department of Homeland Security-Citizenship & Immigration Services. We hope to retain [ **her / his** ] through the duration of her authorized period of practical training, from [ **OPT Beginning Date** ] to [ **OPT End Date** ]. **Ms. Doe's** practical training can be completed within the authorized period. [ **Her / His** ] job responsibilities with the company will include (...).

It is our strong belief that employment in our firm will afford **Ms. Doe** the needed opportunity to fully express and apply [ **her / his** ] knowledge of [ **her / his** ] field of study.

Sincerely,

Ben James  
Manager

