

Offer Letter

(must be printed on the official company letterhead)

Name of the company/organization:

Student Last Name:

Student First Name:

Job Title:

Detailed Job Description:

Start Date:

End Date (per semester end date)

Number of work hours per week:

Is this position: Paid

Unpaid

Name of the supervisor student will be reporting to:

Last Name:

First Name:

Title:

E-mail

Phone Number:

Company full address:

Physical Location where the student will work: (cannot be PO Box)

(The job location must be within a 100-mile radius of UB during the Spring and Fall semesters; There is no distance restriction during the summer/winter annual break unless you will be graduating in summer. Please note that your summer/winter CPT will not be extended to the Fall or Spring semester if the job location is beyond 100 miles).

Employer/HR name (please print):

Title:

Signature:

Date: