

SAMPLE LETTER FROM EMPLOYER

(Please Note: You do NOT need to have a job before applying for Optional Practical Training. However, 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 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.

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