*(printed on business letterhead)*

Student’s Name (i.e. Employee’s Name)

Street Address

City, Sate, Zip Code

Date

International Student Services

Truckee Meadows Community College

7000 Dandini Blvd., RDMT 114

Reno, NV 89512

To Whom It May Concern:

This letter is to inform you that Mr./Ms. **STUDENT’S NAME** has been offered employment at **PHYSICAL ADDRESS OF EMPLOYER**. Below is the employment information regarding Mr./Ms. **STUDENT’S NAME**.

**Job Title:**  *Title of position offered*

**Responsibilities**: *Describe the job responsibilities*

**Hours**: S*pecify if the student will be working:*

* + - * up to 20 hours per week (Part-time)
      * up to 40 hours per week (Full-time)

**Term of Employment:** *Specify if Spring/Summer/Fall/Winter*

**Starting Date (mm/dd/yyyy)**: *must be a future date*

**Ending Date (mm/dd/yyyy)**: *must be before the current I-20 end date*

This employment will be **paid or unpaid** *(confirm whichever is true)*.

If you need more information, I can be reached by **email @ or phone (xxx) xxx-xxxx**.

Sincerely,

Signature of supervisor

Name of supervisor

Title of supervisor