

Template

Employee Name
Employee Address

MM/DD/YYYY

Indiana Tech
1600 E. Washington Blvd.
Fort Wayne, IN 46803

To Whom it May Concern,

This letter is to confirm that **STUDENT NAME** is currently working at **NAME OF COMPANY** at **PHYSICAL ADDRESS OF TRAINING SITE**. The student's internship/employment period started from **EXACT START DATE** as **PART-TIME/FULL-TIME** for **NUMBER OF HOURS PER WEEK** WITH A SALARY OF _____ (HOURLY/MONTHLY/ANNUALLY).

The student/employee will be working as **TITLE OF POSITION** with responsibilities including **DETAILED JOB DESCRIPTION (can be included as an attachment)**.

The proposed practical training is related to the student's major field of study and it is an integral part of the academic program because [EXPLAIN WHY THE POSITION IS APPLICABLE TO STUDENT'S DEGREE].

We acknowledge that this employee is working under the Curricular Practical Training (CPT) program at Indiana Tech with our company and that in order to maintain their internship/employment; students must also maintain their attendance and good academic standing at Indiana Tech.

If you have any questions or need any further information, please contact **NAME OF SUPERVISOR** at **PHONE NUMBER AND/OR EMAIL ADDRESS**.

Best Regards,
NAME OF SUPERVISOR
SIGNATURE
TITLE
COMPANY

Please specify the branch/physical location of employment if it is different from the official employment headquarters