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

OPT Employer Ltr sample 02-2005