Employer/Company Name

Employer Address

Dear (Student Name):

We are happy to offer you the position of (Job Title) at (Employer/Company). As a/an (Job Title), you will be responsible for (brief job description and list of responsibilities).

Your first day of work will be (first day of work/training), and your last day of work will be (last day of work/training). You are expected to work (number of hours per week) each week.

Your supervisor will be (first and last name of supervisor), whose email is (supervisor email address) and phone number is (supervisor work number).

(Employer/Company) understands that you are currently a student at LeTourneau University and are participating in this employment opportunity to gain more hands-on training and understanding of your field of study. (Employer/Company) will cooperate with LETU to achieve the curricular and educational goals of this work experience.

Sincerely,

(Printed Employer/Company Representative Name)

(Representative Title)

(Representative Email Address & Phone Number)