

{COMPANY LOGO}

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Date (MM/DD/YYYY)

To Whom It May Concern:

This letter is written on behalf of {name of employee} to document his/her employment at {name of company} located at {street address} in {city, state, zip}. {First name of employee} is authorized for employment in the U.S. under the Optional Practical Training ("OPT") benefit of his/her F1 student visa. OPT is approved by USCIS (United States Citizen and Immigration Service) and governed by: 8 CFR 214.2(f)(10)(ii).

{Name of individual} began employment with us on {mm/dd/yyyy} and is currently employed as a {job title} more than 20 hours per week. {name of employee} is returning to the US after an approved absence to continue employment with us.

Thank you for helping facilitate this individual's re-entry to the US to return to work for us under the OPT program.

Please don't hesitate to contact me if you require additional information.

Sincerely,

{original signature}

Name of Supervisor

Title

Phone w/ area code

Email