

**Sample Employer Letter for Academic Training – J-1 Students**  
**Printed on Company Letterhead**

Date

Office of International Student Services  
Champlain College  
163 South Willard St  
PO Box 670  
Burlington, VT 05402-0670  
[international@champlain.edu](mailto:international@champlain.edu)

RE: Internship for (Name of student)

Dear Officer:

The above named student has been offered an intern position with (your company name).

Job duties include: (bullet list of job duties).

(Name of student) is expected to intern (estimate the # of hours) per week.

This internship will begin on (date) and end on (date).

The address of the location where the student will be working is (provide address).

If any additional information is required, please contact me at...

Sincerely yours,

Name of Company Representative  
Contact Information