

SAMPLE ACADEMIC TRAINING LETTER OF OFFER FROM AN EMPLOYER

(Letter must be printed on employer's letterhead)

Date

Dear (**STUDENT'S NAME**):

This is to confirm that (**NAME OF COMPANY**), is offering you employment as a (**JOB TITLE**) starting (**START DATE**) and ending (**END DATE**). This employment will serve as Academic Training (**DURING/FOLLOWING**) your (**STATE THE DEGREE PROGRAM, i.e. MBA, Ph.D. in Computer Science, M.S. in Mechanical Engineering, etc.**) program at Northwestern University. The goals and objectives of your training will be (**PROVIDE A BRIEF, SPECIFIC DESCRIPTION OF THE DUTIES**). The location of your training program will be (**LOCATION OF THE JOB complete address + zip**). Your training supervisor will be (**NAME AND TITLE OF SUPERVISOR**). Your training supervisor's contact information is as follows: (**PROVIDE THE COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS**). You will be expected to work for (**NUMBER OF HOURS PER WEEK**) each week. Your compensation/salary will be (**\$ AMOUNT**) per month.

Sincerely,

Name

Title