

Academic Training Sample Offer Letter

The employer should print on official letterhead

[Date]

[Student's Name]

[Student's Address]

RE: [Name of Company]'s offer of Employment to You

Dear [Student's Name]:

This is to confirm that [Name of Company] is offering you employment as a [Title of Position] for [X] months beginning on [Date] and ending on [Date]. This employment will serve as "academic training" [pick one: following or in concurrence with] your program at George Mason University. The location of employment will be [name of location and address]. Your training supervisor will be [Name of Supervisor], [Title of Supervisor]. Your supervisor can be reached at: [email address and direct phone number]. You will be expected to work full/part time (list number of hours per week) and will be paid an annual salary (or hourly wage) of \$[salary].

Description of the proposed academic training: [Insert description]

The duties of your position will be as follows: [Insert duties]

Considering that [Name of Student] is pursuing a degree in [Student's Field of Study] this position is critical to their program because [complete with reasons why position is integral to their studies].

We estimate that during academic training, you will be required to spend [fill in the blank] percentage of your time on non-substantive duties related to your academic training placement or on unskilled tasks. These non-substantive duties would be:

[Insert non-substantive duties]

Welcome to [Name of Company].

Sincerely,

[Signer's Name]

[Signer's Title]

[Employer's Name and Address, Telephone and Email Contact Information]

*****VERY IMPORTANT: PLEASE DO NOT DESCRIBE THE ACADEMIC TRAINING AS AN INTERNSHIP. THERE IS A SEPARATE PROGRAM FOR INTERNS. DUE TO GUIDANCE FROM THE DEPARTMENT OF STATE, WE CANNOT ACCEPT OFFER LETTERS THAT DESCRIBE ACADEMIC TRAINING AS AN INTERNSHIP*****

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