***ABC Doors, Inc.***

***1665 Doorway Drive***

***Los Angeles. Ca 90000***

***555-655-5555***

[***Company’s Employment Identification Number (EIN#)***](https://www.investopedia.com/terms/e/employer-identification-number.asp)***\****

*January 1, 2014*

*Student John Doe
15 Winterwood
Los Angeles, CA 90010*

*Dear Mr. Doe:*

*This is to confirm that ABC Doors, Inc. is offering you a (full-time/part-time) employment opportunity as a Assistant Manager which will begin on January 10, 2014 (no more than 90 days from employment start date on OPT Employment Authorization Document (EAD card)) and will conclude on DATE (should not exceed employment end date listed on EAD card). The goals and objectives of your employment with us will be practical experience in handling daily management tasks while operating a company* ***(duties must directly relate to the field of your study)****. The location of your employment will be at the ABC Doors Warehouse located in Los Angeles, CA.*

*Your duties will include managing sales staff, checking inventory, marketing, creating campaigns for new products, and improving customer care. Duties must directly relate to the field of your study.*

*Your supervisor will be Mr. Tim Sung, Vice President for ABC Doors who can be reached at telephone number (list the #) or via email at (list the email address).*

*We welcome you to ABC Doors!*

The letter must have the following details & requirements:

* *Must be printed on original company letterhead and must have the company address on the letterhead*
* *Must include company’s Employment Identification Number (EIN)*
* *Must be addressed to the student*
* *Must list your Job Title*
* *Must list the start date of employment/training (no more than 90 days from employment start date on OPT Employment Authorization Document (EAD card))*
* *If you are an F- student, employer must include this statement within the letter: “As an F-1 student, this employment will serve as “Optional Practical Training” related to your post-completion employment activities.*
* *Must list your job duties*
* *Must list your Supervisor’s name and contact information*
* *Must be signed by a supervisor/hiring manager/staff member*

*Sincerely,*

*Mark Blanch*

*Hiring Manager
ABC Doors*