

Company's letterhead

Date

Address

To Whom It May Concern:

This is to verify that (student's name) is currently employed as a (student's job title) since (dates of employment) with (name of company as listed in E-Verify) an E-verify enrolled company.

(Brief description of how student's current job is related to the degree program which appears on student's I-20). Therefore, (student's name) position is commensurate with his/her level and field of his/her degree.

Should you have any questions about (student's name)'s employment, please do not hesitate to contact his/her supervisor (supervisor's name), (supervisor's title). (Supervisor's name) e-mail is (xxxx@xxx.com) and his/her phone number is (xxx-xxx-xxxx).

(Company's name as listed in E-Verify) agrees to report (student's name) termination or voluntary departure to ISSS within 48 hours of the event.

Sincerely,

(Name and Title of Immediate Supervisor)