

COLUMBIA UNIVERSITY | IEOR

Industrial Engineering and Operations Research Department

Sample Letter from CPT Employer

(Use this sample letter as a guide for including all 7 requirements)

**Employer Letterhead
Name
Street address
City, State, Zip**

1. Official Company Letterhead of Employer

2. Complete street address where your work will be

3. The number of hours per week you will work

(Date)

Industrial Engineering and Operations Research Department
Columbia University
500 West 120th Street

4. Specific start and end dates.

Dear Academic Advisor,

This letter is to confirm that **(Student name)** has been offered a training position as **(job title)** at **(Company/department name)**. The employment will begin on **(start date)** and end on **(end date)** and will be located at **(location of work)**. (Student) will work **(Part-time <20 hrs. /wk. or Full-time >20 hrs. /wk.)** for (x) hours per week. **(Student)** will be compensated at a rate of **(X per hour, per month or per week)**.

5. Compensation

The position duties include **(description of your position duties)**.

6. Detailed description of job duties

If you need more information, I can be reached by email at (email) or by phone at (phone xxx-xxxxxxx).

Sincerely,

**(Signature)
(Supervisor)
(Title)**

7. Signed and dated by your employer