



Middlebury

**SAMPLE EMPLOYER'S LETTER
For J-1 "Academic Training"**

Friendly Green Employer, Inc.
Bar Harbor, Maine 04649
Ph : 207 123-4567

Date

Mr. Michael Middlebury
123 Green Pastures Lane
Middlebury, VT 05753

Dear Mr. Student

This is to confirm that Friendly Green Employer, Inc., is offering you employment as junior designer for 9 months starting June 1, 2010. Your annual salary will be \$45,000 plus benefits. This employment will serve as "academic training" following your Bachelor of Arts program in Art and Architecture at Middlebury College.

The objectives of your training with us will be to work with clients and assist the lead designer with our new sustainable designs.

Your training supervisor will be Ms. Sunny Day, Co-President and Senior Lead Designer. Her address and telephone number appear above on the letterhead.

You will be expected to work 35 hours a week.

On behalf of the company, I welcome you to Friendly Green.

Sincerely,

Justin Time
Director of Human Resources