[Date]

Dear [full name of student - must match the name on the student’s F-1 document (the I-20) or the J-1 student’s document (the DS2019)]:

You have been hired in the position of [title of the position] in the [name of TTU department]. Your anticipated start date is [starting date]. Additional information regarding this offer is outlined below.

Description: [description of employment - brief]

Direct Hourly Compensation: [hourly wage]

Anticipated number of hours each week: [hours each week - approximate]

This letter serves as verification of employment status for Social Security card application purposes. Unless otherwise specified, all employment at Texas Tech University is employment-at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employer at Texas Tech.

Please do not hesitate to contact me as the immediate supervisor with any questions.

Sincerely,

[original signature of immediate supervisor]

[immediate supervisor’s name]

[immediate supervisor’s title]

[immediate supervisor’s phone number]

Signature of Employee Date

EIN: 75-6002622