

SAMPLE LETTER

*Must be submitted on employer letterhead. Wording should be similar to the following:

SKY BLUE, INC.
1492 Neptune Drive
Mars City, Pluto 07777
201-000-1111

April 1, 2018

Student Name
10 Canal Street
Venus, Milky Way 92655

Dear Mr./Ms. Student:

This is to confirm that Sky Blue, Inc., is offering you a freelance job to create promotional materials for XXX months starting September 9, 2013 and ending December 15, 2013. This employment will serve as "curricular practical training" as part of your academic program at Otis College of Art & Design. The goals and objectives of your training with us will be practical experience in design and publication. The location of your training program will at Blue Sky Headquarters in Mars City. Your training supervisor will be Amerigo Hobbes, Creative Director. His address, email and telephone number are as follows.

Address: _____
Address: _____
City _____ State _____ ZIP _____
Phone _____ Fax _____
Email _____

You will be expected to work XX hours each week for a salary of \$\$\$\$\$. You will be provided with access to company benefits, will not be provided with access to company benefits.

On behalf of the company, I welcome you to Sky Blue.

Sincerely
Nina Pinta
Director of Personnel