

[Employer letterhead]

[date]

To Whom It May Concern:

This letter certifies that [insert alien employee name] is on 12 months of Optional Practical Training pursuant to his/her F-1 student status and is employed by [employer] in the capacity of [insert job title]. [Employee name]'s job duties are [insert job duties], for which he/she is compensated [insert wage].

[Employee name] is returning home for a brief visit and will return to the United States and resume employment. We have authorized this break in employment and look forward to [employee name]'s return.

Should you require further clarification, do not hesitate to contact me.

Sincerely,