

**SAMPLE EMPLOYER'S LETTER
FOR
J-1 ACADEMIC TRAINING**

GREEN, WHITE & SHORT, INC.
1492 Santa Maria Drive
Atlantic City, New Jersey 07777
609-555-1212

May 8, 2012

Mr. John Smith
10 España Street
Miami, Florida 33146

Dear Mr. Smith:

This is to confirm that Green, White & Short, Inc., is offering you employment as a Junior Accountant for 18 months starting May 14, 2012. This employment will serve as "academic training" following your Master's Degree program in Accounting at the University of Miami.

The goals and objectives of your training with us will be practical experience in working with corporate accounting procedures. The location of your training program will be at our central office at 1234 Dixie Highway, Suite 150.

Your training supervisor will be Mr. James Gonzalez, Vice President for Accounting. His address and telephone number appear above on the letterhead.

You will be expected to work for 40 hours each week, at an annual salary of \$30,000.

On behalf of the company, I welcome you to Green, White & Short.

Sincerely,

Mary Martinez
Director of Personnel