

Company Letterhead

Sample On-Site Supervisor's Statement

Name of student:

Student's major field of study:

Name of employer:

Address of employer:

Name of supervisor:

Employer's contact person:

- i. Contact person's e-mail:
- ii. Contact person's telephone:

Student's Job title:

Dates of student's employment: From:

To:

Salary offered to student (if any):

Hours per week:

Describe student's prospective job duties:

Signature

(Please sign above)

Name of signatory:

Title of signatory:

Name of organization:

Organization stamp (if any):

Dated: