

Sample Letter for Re-entry on OPT – Currently working

On company letterhead

Name of company

Street address of company

City, State, Zip Code

Current date

Dear Officer,

<<Name of student>> is a current employee <<name of company>> as a(n) <<title of job>>. She/he started employment on mm/dd/yyyy. Mr./Ms. <<last name of student>> is on an approved leave of absence and is expected to return to work no later than <<mm/dd/yyyy>>. As <<name of student's>> supervisor, I understand that <<Mr./Ms. Last name of student>> is seeking entrance to the United States in order to continue optional practical training and has a EAD card valid between mm/dd/yyyy and mm/dd/yyyy. Please use this letter as proof of employment to facilitate entry.

Sincerely,

Original signature of supervisor in blue ink

Printed name of supervisor

Title of supervisor

Phone number of supervisor

Email of supervisor