

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

OCEAN BLUE, INC.  
1492 Santa Maria Drive  
Atlantic City, New Jersey 07777  
201-555-1212

April 1, 1994

Mr. Christopher Columbus  
10 Water Street  
Death Valley, California 92655

Dear Mr. Columbus:

This is to confirm that Ocean Blue, Inc., is offering you employment as an engineer for 18 months starting . This employment will serve as "academic training" following your Bachelor of Science program in Navigation and Aquatics at Parched Desert University.

The goals and objectives of your training with us will be duties outlined per employment.

The location of your training program will be the company boatyard in Atlantic City, and the waters off the city beaches.

Your training supervisor will be Mr. So and So, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead.

You will be expected to work for 40 hours each week.

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

Sincerely,

Nina Pinta  
Director of Personnel