

DEPARTMENTAL LETTERHEAD

Date

Dear Scholar First Name and Last Name,

I am writing this letter to confirm your full-time employment in XXX position in the XXX Department at the University of Nevada, Las Vegas. Your employment in H-1B/TN/O-1 status is valid from xx/xx/xxxx - xx/xx/xxxx.

If traveling, please add:

You have shared that you will be traveling from xx/xx/xxx to xx/xx/xxx and the department expects you to return to your full-time employment at UNLV on xx/xx/xxxx.

The responsibilities of your role are as follows:

- Brief job description in paragraph or bullet point form
- Include degree qualifications
- Information about type/amount of salary (9-/12- month salary), plus standard employment benefits

If you have any questions or concerns, please feel free to reach out to me at the below contact information.

Sincerely,

Wet Signature

Name and title of supervisor

Contact Information

Email

Phone Number