

Adjustment of Status Job Offer Confirmation Notice

Date: _____

To: _____

Address: _____

Subject: Confirmation of Employment Offer

Dear _____,

This letter serves as confirmation that you have received a bona fide job offer of employment from our company for the position of _____ . The employment will begin on _____ upon the approval of your adjustment of status application.

The offered position is full-time/part-time with an annual salary of \$ _____. Your duties will include, but are not limited to:

- _____
- _____
- _____

Should you have any questions or require further verification of this employment offer, please contact our office at _____.

Sincerely,

Title: _____

Company: _____

Phone: _____