

Sample Employer Letter for a TN

Please print on letterhead

Date:

If the employee is Canadian and is outside the United States, address the letter to:
United States Bureau of Customs and Border Protection
US/Canada Border/ Port of Entry / Pre-Flight Inspection

If the employee is Mexican and is outside the United States, address the letter to:
U.S. Consulate, Mexico, Non – Immigrant Visa Section

If the employee is Canadian or Mexican and is in the United States seeking to change or extend immigration status, address the letter to:

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
ATTN: TN PROCESSING UNIT
USCIS, Vermont Service Center
75 Lower Welden St.
Saint Albans, Vermont 05479

Dr. John Doe has been offered a position as an Instructor in the Department of _____ at Louisiana State University and A & M College, effective _____(Date). Dr. Doe is currently _____ (Explain as applicable eg employed by _____ as _____ in _____ immigration status; or is employed by as _____ in Canada). We request TN classification effective _____ through _____. Dr. Doe's salary will be \$40,000.00 per year. He will report to _____, professor and department chair.

If requesting an extension, state:

Dr. John Doe's position as an Instructor has been continued. His salary is \$40,000.00 per year. He will continue to report to _____, professor and department chair. We request TN extension/renewal effective _____ through _____

Dr. Doe's duties will include _____ (Describe duties and responsibilities clearly, and in detail; avoid unnecessary jargon; avoid anachronisms; explain some responsibilities that an adjudicator –a lay person- may find difficult to understand; state what the employee will teach; and state what other duties are typically associated with the position eg advising/mentoring students).

This position requires _____ (State the education requirements for the position and explain how the employee meets these requirements. If the employee's degree is in a "related" field, explain how the degree relates to the main degree requirement and the job functions; and make reference to the courses listed in the employee's transcript.

Sincerely,