

Placement Offer Letter

Trainee & Internship Programs

[Month, Day, Year]

Dear [Candidate Name],

We are pleased to inform you that you have been confirmed for a [Program Field] [training/internship] program with [Host Company]. Please see program details below:

- **Host Company Name:**
- **Host Company Address:**
- **Program Dates:**
- **Hours:** 32-40 hours per week
- **Compensation:**
- **Housing:**

As an applicant for sponsorship with Council for Educational Travel, USA Training and Internship Programs, I acknowledge that I have conducted sufficient research regarding my host company, the training provided, and the surrounding community where I will live. I am familiar with my program location, climate, public transportation options, cost of living, and points of interest. I have carefully reviewed and understood the housing terms (if provided), arrival instructions, training schedule, uniform, pre-training requirements (if any). I am confident that the placement I have accepted is appropriate to advance my knowledge and skills in my chosen area of study and profession.

I have asked all questions that I have regarding my host company, my position duties, and the surrounding community, and my questions have been sufficiently addressed to my satisfaction. I confirm that all conditions of this program and my living community appear comfortable, affordable, safe, and according to my liking. Therefore, I understand that request for a relocation to a different host company or a different location will not be granted by CETUSA unless the host company is unable to continue with their training commitment or my health, safety, or well-being is in question.

I have been notified that upon the signing of this document, a cancellation fee will apply. I acknowledge that my application for J-1 visa sponsorship has not yet been finalized and is subject to further review and CETUSA approval.

(signature) Offer Acceptance by [Candidate Name]