SAMPLE JOB OFFER LETTER FOR H-1B1 VISA

DATE

DR. JANE DOE
ADDRESS

Dear Dr. Doe:

It is with pleasure that I offer you a position as _____ from _____ to _____(Date) in the Department of _____ at the Medical University of South Carolina. Your annual salary will be $_____ per year.

Again, we welcome you to the Department of _____. To accept this position, please sign and return the enclosed copy of this letter.

Sincerely

James B. Smith, Ph.D./M.D.
Chairman, Department of _____

I am pleased to accept this position.

_____
Jane Doe Date