

COMPANY LETTER HEAD

March 28, 2008

Mr. / Ms. Student  
1 Anyplace Drive,  
Anytown, USA, 12345

Dear Student Name,

This is to confirm our agreement with Syracuse University CASE Center to have you employed through the CASE co-op program within our Engineering department. Your assignment will start on Start Date and end on End Date. During that period of time you will be employed and paid by Syracuse University CASE Center. The CASE Center will then invoice Company Name on a monthly/bimonthly basis for submitted and approved worked hours (by your supervisor). Your pay rate will be \$ Pay Rate per hour. Your primary responsibilities will include Description of Responsibilities. You will report to Supervisor's Name and Position.

Sincerely,

Company Contact's Signature