**Template: Employer’s Support Letter for E-3 Petitions**

[UH letterhead]

Date

Vermont Service Center

ATTN: I-129 (E-3)

38 River Road

Essex Junction, VT 05479-0001

Re: E-3 Petition for Employee

To Whom It May Concern:

This letter is being submitted in support of the E-3 petition filed by the University of Hawai`i on behalf of employee, a citizen of country.

The department/unit of the college/school at the campus intends to employ/continue employing employee as a full-time position title with an annual salary of $\_\_\_. This will involve duties from NeoGov ad. The position requires a degree in field(s) and all other minimum and desirable qualifications listed in the NeoGov ad.

Employee is extremely qualified for this position. He/she received his/her degree in field from institution. Briefly describe work history and any accomplishments, special skills, and/or other notable qualifications making him/her especially suited to or qualified for this position.

If the request is for an extension, state whether any terms or conditions of employment have changed since the prior UH E-3 petition. Also explain the reasons for requesting an extension of employment.

Because of employee’s outstanding background, we wish to employ/continue employing him/her under the aforementioned terms from the effective date stated on the I-129 petition. We will end this appointment upon the expiration of the authorized period of stay, including any subsequent extensions of stay that are granted.

Your kind attention to this matter is greatly appreciated.

Sincerely,

[Signature]

[Name]

[Title (dean/director/dept chair)]

UH FSIS | www.manoa.hawaii.edu/fsis/downloads/eemplsupportletter | rev. September 2021