**Template: Employer’s Support Letter for TN Petitions**

[UH letterhead]

Date

Department of Homeland Security

U.S. Customs and Border Protection

To Whom It May Concern:

This letter is written in support of the TN application submitted on behalf of employee, a citizen of Canada/Mexico*.* We are requesting TN admission/petition approval on his/her behalf in the USMCA profession of [USMCA profession (click on link to find appropriate profession)](https://manoa.hawaii.edu/fsis/downloads/tnprofessions/).

The department/unit/program of the college/school at the campus briefly describe teaching/research area(s), highlights, initiatives, etc. as they relate to the TN worker’s position.

Employee will be employed as a full-time/part-time (if part time, include FTE) temporary position title with an annual salary of $\_\_\_. This will involve duties verbatim from the NeoGov ad (if any). The position requires a degree in field and all other minimum and desirable qualifications verbatim from 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.

Because of employee’s outstanding background, we wish to employ/continue employing him/her under the aforementioned terms for a temporary period of start and end dates, up to a maximum of 3 years. 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/tnemplsupportletter | rev. August 2023