**Template: Employment confirmation letter**

[UH letterhead]

Date

Re: Employment of employee

To Whom It May Concern:

This letter confirms that employee will begin/continue his/her employment as a/an position title with the department of the college/school/unit at the University of Hawai`i campus pursuant to the approved H‑1B/O-1 petition filed on his/her behalf. He/She will receive/receives an annual salary of $\_\_\_ in this position. Please issue employee an H-1B/O-1 visa so he/she may begin/continue employment with the University of Hawai`i.

[Note: If the employee does not need to apply for a visa, substitute the following statement for the last sentence above: Please admit employee in H‑1B/O-1 status so he/she may begin/continue employment with the University of Hawai`i.]

Sincerely,

[Signature]

[Name]

[Title (HR specialist/dean/director/dept chair)]