

Sample Employer Confirmation Letter

Dayton Law Public Interest Award
c/o Dean Shannon Penn
University of Dayton School of Law
300 College Park
Dayton, Ohio 45469-2780

[Date]

Dear Catholic and Marianist/Pro Bono Committee:

Please be advised that (name of organization) _____ has
offered (name of applicant) _____ a position for the summer of
2017. The mission of this organization is to _____

_____. The applicant's duties will include _____

_____.

The employment will last for _____ weeks for a total of approximately _____ hours.

The applicant will receive \$ _____ or no compensation (circle if applicable) for his/her
work. Any legal services provided will be directly supervised by a licensed attorney.

Sincerely,

(Supervisor's signature) _____

(Print) _____

(Title) _____