

SAMPLE LETTER OF “Permanent Employment”

YALE DEPARTMENT LETTERHEAD

DATE

Department of Homeland Security
United States Citizenship and Immigration Services

To Whom It May Concern,

I am writing on behalf of (NAME) in support of a petition for legal permanent residency for his/her employment at Yale University School of _____ in the Department of _____. (NAME) was offered the position of (APPOINTMENT TITLE) in (DATE.) This is a [Please use one of the following]

For Ladder-Track faculty state **“tenure-track faculty appointment”**

For Associate Research Scientist state **“research faculty appointment that is renewable indefinitely”**

(NAME) has a (degree) in the field of (field). (Name) 's current salary is (salary rate.)

Sincerely,

(Department chair or faculty supervisor name)

Signature