2150 Shattuck Ave, Suite 500

Berkeley, CA 94704

internationaloffice.berkeley.edu



###### TN Sample Employment Verification Letter

The text below is to be used as a guide.

The letter provided to the employee must be on company letterhead with original signature (in blue ink)

The letter should be dated within 30 days of the employee’s entry into the U.S.

**[use department’s business stationary]**

[Date]

Re: Request for TN status for **Dr. SMITH, John**

Dear Customs and Border Protection (CBP) Officer:

The Department of Biochemistry at the University of California at Berkeley would like to employ Dr. John SMITH in TN temporary employee status as an Assistant Research Biochemist, Step I, at 100% time, for the period July 1, 2021 through June 30, 2022. He would receive an annual salary of $43,600 to conduct research on the nuclear oncogene, v-jun. The benefits for this position include sick leave, vacation leave, retirement, and medical, dental and vision insurance. The minimum qualifications for this position are a doctorate in Biochemistry or related field, and a background in the study of the oncogene v-jun. This position corresponds to the position **biochemist** on the listing of professional occupations in Chapter 16 Appendix 2 of the United States-Mexico-Canada Agreement (USMCA) [formerly Appendix 1603.D.1 of North American Free Trade Agreement (NAFTA)].

Dr. Smith will design and execute laboratory experiments to isolate and characterize cell-type specific negative regulators of the viral oncogene v-jun. He will also be involved in presenting seminars based on his work and will be directing undergraduates and technicians in some aspects of this research. Dr. Smith is highly qualified for this work. He received a Ph.D. in Biochemistry in 2000 from the University of British Columbia in Canada, and has been a postdoctoral researcher there since that time. He is particularly skilled in the techniques of eukaryotic gene expression, host-vector systems, protein-DNA interactions, nuclear oncogenes, and in vitro as well as in vivo assays. This background makes him an ideal candidate to carry out the proposed research.

We hope that you will be able to approve this request for TN status and employment.

Sincerely,

Dr. Roger Jones

Director, Department of Biochemistry

[work site location address]

[office phone number]

TN Sample CBP Employment Letter December 2020

TN Sample Employment Letter