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###### TN Sample Employment Verification Letter

The text below is to be used as a template to meet the letter requirements of a job offer that is submitted to the US Embassy and/or Customs and Border Protection (CBP). The letter provided to the employee must be on company letterhead with original signature (in blue ink).

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

[Date]

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

U.S. Embassy or Consulate (For TN Applicants from Mexico)

U.S. Customs and Border Protection (CBP)

To Whom It May Concern:

The Department of Quantitative Systems Biology at the University of California, Merced would like to employ Dr. John SMITH in TN temporary employee status as an Associate Specialist, Step 1, at 100% time, for the period July 1, 2021 through June 30, 2022. He would receive an annual salary of $65,200 to conduct research on biopolymers with a focus on actin dynamics. 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 Biology or related field, and a background in the study of molecular and cell biology. This position corresponds to the position **biologist** 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 use theoretical and computational methods to understand biopolymer assemblies, biomechanics, and biological transport at the molecular, cellular, and multicellular scales. 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 position. He received a Ph.D. in Biophysics in 2018 from the University of British Columbia in Canada and has been a postdoctoral researcher there since that time. He is particularly skilled in understanding cooperative behavior in molecular motor-driven intracellular transport; the role of membrane pore geometry and environment in gated transport through nuclear pores; actin based cellular motility; bacterial cell division and collective migration in cellular clusters and differentiating tissue. This background makes him an ideal candidate to carry out the proposed research and job duties.

We are truly excited about having Dr. Smith join our research team, and respectfully request that he be granted TN visa status.

Sincerely,

Dr. Elizabeth Dumont

Dean, School of Natural Sciences

TN Sample Employment Letter February 2022

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