[GRADUATE STUDENT VISA HOLDER EMPLOYMENT TEMPLATE LETTER – TO BE PRINTED ON DEPARTMENT LETTERHEAD]

Dear [NAME OF HR CONTACT IN DEPARTMENT]

I am the supervisor of [FULL NAME OF STUDENT] who is a graduate student in [COURSE NAME].

In order to comply with Home Office requirements for employing student visa holders, I am writing to confirm that [NAME OF STUDENT] is considered to be on vacation between [START DATE] and [END DATE] inclusive. [NAME OF STUDENT] is not required to complete any study/ work on their thesis during these dates and, as such, may take employment in excess of twenty hours per week.

Regards,

[SIGNATURE OF SUPERVISOR]

[FULL NAME OF SUPERVISOR]