ONLY REQUIRED FOR TN MEXICAN NATIONALS

**[On Departmental Letterhead]**

**[Date]**

**Dear Consulate Official:**

**[**Name of TN employee] is currently employed temporarily in TN status in the Department of [Name of department] in the position of [position title] earning an annual salary of [dollar amount] working [number of hours] per week. [Name of TN employee] is authorized to work in the department until [end date of TN approval period] and receives the following standard benefits [state benefits received and any bonuses them may be entitled to].

The position of [Emory’s position title] is equivalent to [name of profession as listed on the Approved list of TN Professions, see

<https://www.nafta-sec-alena.org/Default.aspx?tabid=97&ctl=SectionView&mid=1588&sid=8fd98e3e-4495-43a8-ba47-4a6955d6b5db&language=en-US#Ap1603.D.1>]. In this position, [Name of TN employee] is performing the following duties and responsibilities: [provide detailed description of job duties]. Qualifications for this position are [state what qualifications the TN employee must have to be employed in this position]. [He/She] is qualified for this position because [state qualifications of the TN employee that qualified him/her for this position].

Emory University was established in 1915, currently employs 27,747 employees and has a projected yearly gross income of 3.5 billion.

[Name of TN employee] is traveling to [country name] to [state purpose of trip, i.e. visit family and friends, or attend a conference] and is expected to return to Emory University to resume TN employment on [date].

Kindly issue [Name of TN employee] a TN Visa stamp so that [he/she] may return to the U.S. and resume [his/her] temporary employment with Emory University.

Sincerely,

[Name of supervisor]

{Title of Supervisor]

[Phone Number]

[Fax Number]

[email address]