**[Date]**

U.S. Department of Homeland Security

United States Citizenship and Immigration Services

To Whom It May Concern:

This letter is submitted to confirm that the **[Department Name]** at Rutgers University intends to employ Dr. **[Beneficiary Name]** on a continuous basis in the same position and under the same terms listed on the enclosed ETA Form 9089 PERM Labor Certification. The only changes we expect to make are the implementation of salary increases and promotions as appropriate and/or as required by the AAUP collective bargaining contract.

Sincerely,

**[Name]**

**[Title]**

**[Department]**