## Sample Letter Confirming Extension Request Please print on Department letterhead

Date:

RE: H-1B  
 Employer: Kansas State University  
 Department of \_\_\_\_\_\_\_\_

Beneficiary: [*Employee’s Name*]

To whom it may concern,

This letter is to confirm that [*employee’s name*] will continue to be employed by Kansas State University as a [*title of position*] in the [*department’s name*] at the salary of [*salary*] per year.

[*Employee’s name*] will continue to be engaged in [*research, teaching, etc*.] in [*department’s name*]. Specifically, [*he or she*] will continue [*describe position in detail. Include the minimum qualifications required for the position*]. The job description remains the same as outlined in the original H-1B petition.

I confirm that in the event the [*employee*] is dismissed before the end of [*his or her*] period of authorized employment, we will be responsible for the reasonable cost of his/her return abroad.

We look forward to extending [*employee’s name*] employment as a [*title*] and request your approval of the H-1B petition.

Thank you,

[Name of Department Head]  
Department Head/Chair