

Church/Organization Letterhead (請用教會/機構之信紙印出)

教會/機構 證明信 (暑期 2 個月全時間實習) Offering Letter for two Full Months Summer Internship)

Date:

Rev. Kevin Zhang/Director of Field Education
Logos Evangelical Seminary
9350 Telstar Ave.
El Monte, CA 91731

Dear Rev. Zhang,

We are willing to partake in Logos Evangelical Seminary's Field Education Office in training seminarians to become workers for the Kingdom of God. Hence, we would like to invite _____ (Student's name) to fulfill his/her field education requirement at _____ (Church/Organization). He/She will be participating in the ministry of _____ from _____ (month/day/year) to _____ (month/day/year). (請先詢問國際學生顧問 要如何填寫教會證明信中“開始實習的日期”以免填錯重寫) The working hours will be 40 hours per week.

We are willing to issue a proper tax form to the student, who files tax return at the end of the year. Should we terminate the internship, we will notify the Director of Field Education upon the termination.

Sincerely,

Print Name of Supervisor

Supervisor's Title/Position

Signature of Supervisor

Date

Tel: _____

Email: _____

Church Address and Tel: 教會地址和電話