



Caterpillar Inc.
100 NE Adams Street
Peoria, IL 61629

November 4, 2019

Muhammad Shafique
[REDACTED]

Dear Muhammad,

We are pleased to extend an offer of employment at Caterpillar Inc. for the Summer 2020 session contingent on your grades and successful completion of the pre-employment criminal background and drug screening. You will be assigned to the Order to Delivery Functional Area in Morton, IL. Based on your [REDACTED]

[REDACTED] Employment will be for a period of 12 weeks, with an expected 40-hour workweek -- from May 18, 2020 through August 7, 2020.

[REDACTED]

It is required that you send an official transcript which includes your completed Fall 2019 semester and in-progress Spring 2020 semester by March 1, 2020 in order to satisfy this offer. All transcripts must be sent directly from the university as soon as they are available. Hand delivered transcripts or transcripts sent by students will not be accepted.

Please, send transcripts to:

Attn: [REDACTED]
US Early Talent Recruiting
100 NE Adams Street
Peoria, IL 61629

Please, direct internship assignment questions to:

Functional Area Coordinator: [REDACTED]
E-mail: [REDACTED]

Please remember this position is only open to individuals who will not need sponsorship now, or in the future, for U.S. employment visa status. You indicated in your application that you do not and will not require such sponsorship. If this response was incorrect, our employment offer will be withdrawn because we are unable to sponsor for this and/or subsequent entry level positions.

Our organizational planning requires that we have your decision by November 18, 2019. To respond to this offer of employment, you must send an e-mail [REDACTED]

We wish to thank you for your consideration of employment at Caterpillar. We are certain you will have a challenging and rewarding experience with us and hope that you will decide to join Caterpillar for the Summer 2020 session.

Sincerely,