UNIVERSITY OF ALBERTA
HUMAN RESOURCE SERVICES

Request for an Employment Letter
Human Resource Services

This form is used by an employee to request a letter that either
1. Verifies their employment with the University, or;
2. Verifies their employment with the University for the purposes of application for Permanent Residency.

For further information please visit our website here

Please submit your completed form by mail, fax, or email to:

Payroll and Benefit Services, Human Resource Services
2-60 University Terrace, University of Alberta
Edmonton, AB T6G 1K4
Fax: (780) 492-3800
Email: payroll.operations@ualberta.ca

A: Information Selection

Please select the type of verification letter you are requesting the University to release:

☐ Employment Verification ☐ Permanent Residency

Please indicate the purpose for requesting this information to be released: _____

B: Employee Information

Employee ID: _____ Last Name: _____ First Name: _____

Former Last Name (if applicable): _____ Email Address: _____

Phone: _____ Date Required (yyyy/mm/dd): _____

(Please allow a minimum of 5 business days from the date of request)

Are you currently employed at the University? Yes ☐ No ☐

If No, please provide name of last department worked for and the phone number on file or former supervisors name:

C: Employee Authorization

I hereby authorize the University of Alberta to prepare an Employment letter as requested. I also recognize that this form must be signed before the University can release any of my information.

Signature: _____ Date (yyyy/mm/dd): _____

D: Delivery Instructions

Once completed all employment letters will be sent to the email address provided above

In accordance with the Freedom of Information & Protection of Privacy Act (FOIPP), the University of Alberta must have written consent from employees, regardless of their current employment status, before the University can release any information pertaining to your employments and earnings. In compliance with this legislation employees must complete and sign a request form for the release of their employment information.