

## **Request for an Employment Verification Letter**

This form is used to request an Employment Verification Letter for the following Moffitt employee:

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

\_\_\_\_\_

Type of Visa  
Currently Under

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

- 
- 1) Reason for Employment Verification Letter \_\_\_\_\_
  - 2) Type of Visa for Which Letter will be used \_\_\_\_\_
  - 3) List of mandatory items which need to be included in letter:  
  
\_\_\_\_\_
  - 4) When do you need the letter? \_\_\_\_\_
  - 5) To Whom should the letter be addressed? \_\_\_\_\_

*I certify that the above information is accurate and I understand that this letter does not guarantee approval of any type of visa or permanent residency.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please scan and email the completed signed form to: [immigration@moffitt.org](mailto:immigration@moffitt.org)*