Sample Employment Verification/Offer Letter

Must be printed on employer's official letterhead

Verification of Employment

Date: _____

_____will be employed by _____
(Student/Employee's name) **(Employer's Name/Department)**

as _____ starting _____ and ending _____
(Position/Job Title) **(start date)** **(end date)**

for approximately _____ hours per week.
(# of work hours)

Sincerely,

_____
(Name of Supervisor/Payroll Personnel)

_____
(Signature of Supervisor/Payroll Personnel)

_____
(Employer's Contact Information)

Employment Verification must include student's name, job title, start date and duration of employment, number of work hours per week, and location of employment.

SAMPLE