

SAMPLE LETTER FROM EMPLOYER

Please print letter on official department letterhead

To Whom It May Concern:

This is evidence of on-campus employment for: _____
(name of student)

The nature of the student's job is the following:

Start date of employment: _____/_____/_____

Number of Hours per week: _____

EMPLOYER CONTACT INFORMATION

Employer Identification Number (EIN): _____

Employer telephone numbers: () _____

Student's immediate supervisor: _____

Employer signature: _____

Employer's title: _____

Date: _____