UCLA - Dashew Center for International Students and Scholars

Sample Employment Verification/Offer Letter

NIVERSITY OF CALIFORNIA, LOS ANO		OST WAS	UCLA
RKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE •	• SAN DIEGO • SAN FRANCISCO	THE PART OF THE PA	SANTA BARBARA • SANTA CRUZ
		(1868)	1
VERIFICATION OF EMPLOYMENT			
		Must b	e printed on
Date:			yer's official
		let	terhead.
will	be employed by		
(Student/Employee's Name)	Se cilipioyed by		Name/Department)
as	starting		
for approximatelyhou		e, End Date, D	uration of Employment,
	urs per week.		
for approximately hou (# of Work Hours)	urs per week.		
for approximately hou (# of Work Hours) [Optional: type of employment, length of e	urs per week. employment, salary in	nformation, et	
for approximately hou (# of Work Hours) [Optional: type of employment, length of e	employment, salary in Emploincle	oyment Ve	c.]
for approximately hou (# of Work Hours) [Optional: type of employment, length of e Sincerely, (Name of Supervisor/Payroll Personnel)	employment, salary in Employment included title, salary in the control of the con	oyment Ve ude studer start date a	c.] erification must nt's name, job
for approximatelyhou (# of Work Hours) [Optional: type of employment, length of e	employment, salary in inclusion title, semployment	oyment Ve ude studer start date a	c.] erification must nt's name, job and duration of

