

Sample Employment Verification/Offer Letter

UNIVERSITY OF CALIFORNIA, LOS ANGELES

UCLA

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SANTA BARBARA • SANTA CRUZ



VERIFICATION OF EMPLOYMENT

Date: _____

*Must be printed on
employer's official
letterhead.*

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

as _____ starting _____
(Position/Job Title) *(Start Date, End Date, Duration of Employment)*

for approximately _____ hours per week.
(# of Work Hours)

[Optional: type of employment, length of employment, salary information, etc.]

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.*