

Human Resources
7000 Fannin, Suite 150
Houston, TX 77030
Phone: (713) 500-3130
Fax: (713) 500-0373
Alt Fax: (713) 500-3124

RE: Request For Verification Of Employment Letter

The University of Texas Health Science Center at Houston will provide a letter of employment verification including an employees dates of employment, job title, FTE Status and annual salary (If the Employee provides a written authorization to do so).

Human Resources will make every effort to handle this request in a timely manner, but should not exceed 3 business days. If you indicate that you will be picking the letter up from our office, we will call you when your letter is ready.

(Please Print)

Today's Date: _____

I, _____, authorize The University of Texas Health
(Print your name)
Science Center at Houston to release my annual salary.

(Signature) _____
(Date)

Social Security# _____

Phone# where you can be reached between 8am-5pm (____) _____

_____ I would like to pick up the letter from this office, UCT 150
_____ I would like you to send the letter to me at this address:

Address: _____

City and State: _____

This letter will be addressed **To Whom it May Concern:** if not otherwise specified.

Address to: _____

Address: _____

