



Request for Employment Confirmation Letter Financial Purposes

NOTE: If NOT using this letter for financial purposes, please use the
[Employment Confirmation Letter Request - Permanent Residency](#)

Identification Information:

_____	_____	_____
Last Name	First Name	UCID#

A standard Employment Confirmation Letter contains the following information:

- ❖ Position/Title
- ❖ Employment Status (Regular/Sessional)
- ❖ Hours of Work (Full or Part-time)
- ❖ Salary (Stated in an annual amount)
- ❖ Hire Date and End Date (An end date will be included for all fixed term and limited term appointments)

NOTE: The letter **does not** include information regarding a staff member's duties and responsibilities. It is your responsibility to contact your manager or supervisor directly if you require this information.

Submit requests for Employment Confirmation to Human Resources:

- ❖ Inter-office mail: Human Resources, 4th floor MacKimmie Tower
- ❖ Fax: 403.284.5753
- ❖ E-mail as an attachment to empver@ucalgary.ca

Letter Delivery Options - Please check one:

- Hold for pickup at: Human Resources, 4th floor MacKimmie Tower
- Send via campus mail to: _____
- Mail letter to my home address: _____

NOTE: Standard Employment Confirmation Letters will be prepared within three working days of receipt of the request and delivered according to the option selected (above) by the employee. Employees wishing to pick up the letter **must present** their University or Government issued photo ID.

Employee Signature

Date

Contact Number

Email Address