

**(Print on Department letterhead)**

TO WHOM IT MAY CONCERN:

This is evidence of off-campus/on-campus employment for ***(name of student)***

***(name of student)*** is employed as ***(describe student's employment - bookstore employee, cafeteria worker, teaching assistant, library aide, etc.)*** at ***(department name)***.

Start date of employment: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Employer contact information:

Hiring department:

Telephone number:

Student's immediate supervisor:

Supervisor's signature:

Supervisor's title:

Date:

Sincerely,

***(Name of person issuing this letter)***