

Employment Verification Template

[Date]

[School Letterhead]

Student Support Services
Office of the Registrar
1000 Morris Avenue
Union, NJ 07083
Administration Building, 1st floor
Fax: 908-737-3299

To Whom It May Concern:

This letter is to confirm that [full name] has been employed as a [full time or part time] [position] at [school] from [start date] – [end date or present].

[Any other pertinent information- optional].

If you require any other information, please feel free to contact me.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone]

[Email]