



## Employer Verification Letter

To Whom It May Concern,

This letter serves as confirmation of on-campus employment for:

Student's Full Name: \_\_\_\_\_

OCC ID#: \_\_\_\_\_

The nature of the student's job is (e.g. wait staff, library aide, research assistant, etc.):

\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Department Name: \_\_\_\_\_

Manager's Name & Title: \_\_\_\_\_

Manager's Telephone Number: \_\_\_\_\_

Manager's Email: \_\_\_\_\_

Employer Identification Number: (EIN): \_\_\_\_\_

Manager's Signature (Original): \_\_\_\_\_

Today's Date: \_\_\_\_\_