

Today's date _____

To Whom It May Concern:

This letter serves as confirmation of on-campus employment for _____,
Student's full name

OCC ID (ex: C0234567)

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): _____
(OCC EIN: 95-6002272)

Manager's Signature (Original): _____