[Date <MM/DD/YY>]

RE: Employee Name: [Name: <first and last>]

Employment Verification

Dear Sir or Madam:

This is to certify that [Name: <first and last>] is currently employed as an [position] with the Department of [department], in the College of [college], at Viterbo University. This is an hourly position with the hourly wage of [$ pay/hour]. The official start date of the position is [start date], and the number of hours per week will be [number of hours].

The job will include: [description of duties here].

The Employer Identification Number is: [EIN]

The Employer’s telephone number is: [phone number]

The employee’s immediate supervisor is: [name]

Sincerely,

[supervisor’s signature]

[Supervisor’s name, title, and date]