

**Sample Employment Verification/Offer Letter**

UNIVERSITY OF CALIFORNIA, LOS ANGELES

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SANTA BARBARA • SANTA CRUZ



**VERIFICATION OF EMPLOYMENT**

Date: \_\_\_\_\_

*Must be printed on  
employer's official  
letterhead.*

\_\_\_\_\_ will be employed by \_\_\_\_\_  
*(Student/Employee's Name)* *(Employer's Name/Department)*

as \_\_\_\_\_ starting \_\_\_\_\_  
*(Position/Job Title)* *(Start Date, End Date, Duration of Employment)*

for approximately \_\_\_\_\_ hours per week.  
*(# of Work Hours)*

[Optional: type of employment, length of employment, salary information, etc.]

Sincerely,

\_\_\_\_\_  
(Name of Supervisor/Payroll Personnel)

\_\_\_\_\_  
(Signature of Supervisor/Payroll Personnel)

\_\_\_\_\_  
(Employer's Contact Information)

*Employment Verification must  
include student's name, job  
title, start date and duration of  
employment, number of work  
hours per week, and location of  
employment.*