

Suggested language for employment verification letter to the Social Security Administration from an employer.

****This should be typed or written on official letterhead and have an original signature.**

To Whom It May Concern:

I am writing to confirm that _____ is employed
(student's name)

as a(n) _____ at _____.
(name of job) (place of employment and address)

_____ started on _____ and is employed for
(student's name) (start date)

_____ hours a week. The position duties include _____
(number of hours)

_____.

Employer contact information:

(Employer Identification Number)

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature and Title: _____

Date: _____