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: __________________