

[DATE]

Social Security Administration:

This letter is to confirm that [student name] has secured employment by [department hiring].

Please refer to the information below regarding the position of this student’s employment:

* [Title and nature of the student’s job: e.g. instructor, computer consultant, research assistant, service provider for individuals with disabilities, clerical assistant, library aide]
* Start date: MM/DD/YYYY
* Student will work no more than 20hrs/week
* Department Telephone Number: (303) 605-xxxx

If you have any questions, please do not hesitate to contact me.

Respectfully,

[NAME]

[Ink signature – Student cannot use copies/scanned docs]

[TITLE/DEPARTMENT]