

# The Graduate Center

## Employment Verification

To: Ms. Patricia Matthews  
Director of Human Resources

From:

Date:

Please verify the following information regarding my employment status.

Check all that apply:

Social Security:

Title:

Department:

Date of initial appointment:

Salary:

Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please address letter to: \_\_\_\_\_ or

To Whom it may Concern:

Notify me when the letter is ready at: \_\_\_\_\_  
\_\_\_\_\_