

SAMPLE FORM LETTER FOR ON-CAMPUS EMPLOYERS

[Must be on official school or department letterhead]

[Date]

To Whom It May Concern:

This is to confirm the on-campus employment for the following student:

[Last name, First name]

This student will be employed by DePaul University's [department/office] and will perform the following duties: [job description].

The employment begins on [projected or actual start date] and the student is expected to work [# of hours] per week.

Employer contact information:

Employer Identification Number (EIN)

Employer Telephone Number

Student's Immediate Supervisor's Name and Title

Sincerely,

[Original signature]

[Immediate supervisor's name and title]