MEMO TO: Human Resources, San Francisco State University

Employment Verification Request

FROM: ________________________________ SFSU ID#: ______________________
(Please Print Full Name)

Contact Info: ________________________________ (email) ________________________ (phone)

This is to request written verification, on SF State letterhead, regarding my employment at San Francisco State University for the following:

☐ Payroll Position Title
☐ Date of Employment
☐ Monthly Salary
☐ Year-to-date Earnings, Current Year
☐ Prior Year Earnings
☐ Other ____________________________________________

I understand that your policy is to only verify information which is confirmed by your payroll records.

__________________________________________  __________________________
SIGN DATE

Delivery Instructions:

☐ Pick up in HR
☐ email ________________________________
☐ mail to: ________________________________

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