



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: