



MEMO TO: Human Resources, San Francisco State University
Employment Verification Request

FROM: _____
(Please Print Full Name)

SFSU ID#: _____

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.

DATE: _____

SIGNED: _____

Special Instructions: _____

If the request is submitted through DocuSign, you will receive a copy of the completed form and the electronic format of the employment verification via email.