



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.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Delivery Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_