

EMPLOYMENT VERIFICATION LETTER TEMPLATE

HCC Letter Head / Barnes & Nobles or French Corner Letterhead

Date: [DATE]

To: Whom It May Concern

From: [HIRING MANAGER NAME & TITLE] Phone: [HIRING MANAGER PHONE #]

Hiring Department: [DEPARTMENT NAME]

Employer ID: [EMPLOYER ID]

Re: Employment Verification Letter

Student Name: [FIRST NAME & LAST NAME]

Student HCC ID #: [HCC ID#] Student Contact: [STUDENT PHONE #]

Student Email: [STUDENT HCC E-MAIL ADDRESS]

This letter confirms that the above named F-1 international student has been offered a position at [HCC, BARNES & NOBLES, OR FRENCH CORNER] as a(n) [TITLE OF THE POSITION]. The desired start date (according to HCC or company hiring procedures) is [START DATE] (the employment ready-to-hire start date must be within 30 days of the issuance of the job offer), and the number (#) of hours per week the student will work is [NUMBER OF HOURS PER WEEK] (not to exceed 19.5 hours/week). The student will have the following position duties (provide a brief description using the official job description for the said position.)

[HIRING BUDGET AUTHORITY'S ORIGINAL SIGNATURE]

[HIRING BUDGET AUTHORITY'S PRINTED NAME]