

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]