



Office of Human Resources
The Graduate Center
Employment Verification

Date: _____

To: Ms. Ella Kiselyuk
Executive Director of Human Resources

From: _____

Name

Title

School

Please verify the following information regarding my employment status.

Check all that apply:

- Social Security
- Title
- Department
- Data of Initial Appointment
- Salary
- Other:

Letter Salutation:

- To: Whom It May Concern:
- Please address letter to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Notify me when the letter is ready at:

Phone: (_____) _____ - _____

Email Address: _____

Signature: _____ Date: _____