



TEMPLATE 1

(employment dates & current position)

May 8, 2019

To Whom It May Concern:

RE: **John Doe**

UMID: **XXXXXXXX**

This letter is to verify the employment of John Doe with the University of Michigan. John has been employed with the University from **MM/DD/YYYY to present**. John currently holds the position of _____.

If you need any further assistance, please contact the Shared Services Center at 734-615-2000.

Sincerely,

Associate Name

Time and Leave Associate