



TEMPLATE 2

(employment dates, current position, FT/PT)

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 **_____**, **full-time/part-time**.

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

Sincerely,

Associate Name
Time and Leave Associate