



**TEMPLATE 4**

*(specific position & dates)*

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** held the position of **\_\_\_\_\_** from **MM/DD/YYYY** to **MM/DD/YYYY**.

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

Sincerely,

Associate Name

Time and Leave Associate