



TEMPLATE 5

(last paycheck received)

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** last received a paycheck on **<<MM/DD/YYYY>>** for reported hours worked.

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

Sincerely,

Associate Name
Time and Leave Associate