DATE

To Whom it May Concern,

This letter serves as official confirmation that [name] is employed by [department] at the University of Oregon in the position of [title]. [Name] was hired [date], and remains currently employed.

This verification may be used as evidence of employment.

Company Name: University of Oregon

Department: [enter details]

School College or Division: [enter details]

Original Hire Date: [enter details]

Employment: Currently Employed

Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

Your Name

Your Title

Your contact information