

OFFICE LETTER HEAD

Date:

To Whom it may concern,

This letter is to certify that {STUDENT NAME} will be employed this Academic Year by {DEPARTMENT NAME/LOCATION}.

Job Title:

Job Duties:

Start Date: example October 1

Pay Rate: example \$9.00/hour, 10 hours per week

If you have any questions, please contact me at PHONE.

Daemen University's EIN Number: 0000000000

Sincerely,

Name & title