

SAMPLE SOCIAL SECURITY NUMBER EMPLOYER LETTER  
LETTER NEEDS TO BE ON ORIGINAL DEPARTMENT LETTERHEAD

Date:

RE: LAST NAME, First Name (Student ID)

To Whom It May Concern:

This letter is evidence of on-campus employment for \_\_\_\_\_ (Name).

The above student will be working at Georgia State University as a \_\_\_\_\_  
(e.g., library assistant, kitchen staff, bookstore staff, student assistant, etc).

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Number of Hours a week: \_\_\_\_\_

Georgia State EIN: **586002050**

Employer Contact Information:

Name of Department/Office: \_\_\_\_\_

Address of workplace: \_\_\_\_\_

Supervisor's Contact number \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Employer's Original Signature

\_\_\_\_\_  
Employer's Name and Title (Printed)