

DATE

**RE: EMPLOYMENT VERIFICATION FOR XXXX
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER (TTUHSC)**

Dear EMPLOYEE NAME:

You have been hired in the position of JOB TITLE in the TTUHSC DEPARTMENT. Your anticipated start date is START DATE. Additional information regarding this offer is outlined below.

Description (brief job description): _____

Direct Compensation (hourly wage): _____

Anticipated number of hours each week (hours/week): _____

This letter serves as verification of employment status for Social Security card application purposes. Unless otherwise specified, all employment at Texas Tech University Health Services Center is employment-at-will. Employment-at-will may be terminated with or without cause and with or without notice at any time by the employer at TTUHSC.

Please do not hesitate to contact your immediate supervisor, [INSERT SUPERVISOR NAME] _____ with any questions.

Sincerely,

Dahlia M. French, Esq.
Managing Director, TTUHSC, Institutional Compliance Services

Signature of Employee

Date

Employer EIN: 75-6002622