ON DEPARTMENT LETTERHEAD

 **RE: EMPLOYMENT VERIFICATION FOR [EMPLOYEE NAME]**

 **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, [SUPERVISOR NAME] with any questions.

Sincerely,

Name

Job Title

Signature of Employee Date

 **Employer EIN: 75-6002622**