



UNC CHARLOTTE

Employment Verification Letter Request

(To be completed/submitted by employee only)

The Human Resources Department can provide an employment letter that includes **employee's department, title, salary and duration of employment**. We cannot share information about the employee's job description or supervisor.

Employee Name: _____
Last First MI

Email address: _____ @ _____

UNC Charlotte ID#: 80 _____ or Last Four Digits of SSN: _____

Employee Phone #: (____) _____ - _____ (in case there are any questions.)

How do you want to receive the employment letter? Choose only one. If nothing is checked, it will be emailed.

<input type="checkbox"/> Pick Up	Human Resources Office hours: Monday – Friday 8:00 a.m. – 5:00 p.m. <i>You must bring ID to pick up.</i> It will be at our front desk and must be picked up by Friday at 5:00 or it will be shredded. We are located in King 222.
<input type="checkbox"/> Email	Email Address: _____ @ _____
<input type="checkbox"/> Mail	Mailing Address: _____ Street Address _____ City State Zip Code
<input type="checkbox"/> Fax	Recipient: _____ Recipient Fax #: (____) _____ - _____

Additional information: Please list other information you need - salary, number of hours, etc.

****Normal turnaround time for the return of the letter is the *end of the next business day*. You will be notified by email when the letter is ready. You may email the form to employment@uncc.edu or bring to HR - King 222.**

Date Requested: ____ / ____ / 20____ Employee signature: _____

Date completed: ____ / ____ / 20____ by _____