

Re: Verification of Employment for _____

Dear Sir or Madam:

The University of Florida ("UF") presently employs, XXXXXXXXXX in a full-time (*or part-time*) position as an XXXXXXXXX. A position held since XXXXXXXX. XXXX. Responsibilities include and will continue to include XXXXXXXXXXXXX in the field of XXXXXXXXXX at the University of Florida's Department of XXXXXXXXX. As compensation for these professional services, XXXXX will receive an annual salary of \$_____.

The University of Florida is a major public, comprehensive, land-grant research university. The state's oldest, largest, and most comprehensive university, the University of Florida is among the nation's most academically diverse public universities. The University of Florida has a long history of established programs in international education, research, and service. It is one of only 17 public land-grant universities that belong to the Association of American Universities. The University of Florida enrolls over 49,000 students and employs approximately 26,063 people.

If you have any questions regarding the foregoing, please do not hesitate to contact this office. Thank you in advance for your assistance in this matter.

Sincerely,
Departmental official title and signature