**(Print on letterhead)**

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 XXXXXXXX. A position held since XXXXXXX. XXXX. Responsibilities include and will continue to include XXXXXXXXXXX in the field of XXXXXXXXX at the University of Florida's Department of

XXXXXXXX. 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 26,400 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