

To: California State University, Los Angeles

I, _____ (CIN: _____), would like to request
Print Full Name

for a written employment verification letter. By signing this letter, I am authorizing Payroll Services to include the following information on the letter.

- | | |
|---|---|
| <input type="checkbox"/> Latest time base (e.g. part-time, full-time) | <input type="checkbox"/> Previous time bases |
| <input type="checkbox"/> First date of hire for latest position | <input type="checkbox"/> Previous employment dates |
| <input type="checkbox"/> Latest position classification | <input type="checkbox"/> Previous position classification |
| <input type="checkbox"/> Latest monthly salary rate | <input type="checkbox"/> Previous monthly salary rate |

Employee Signature

Date