



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

DIVISION OF ADMINISTRATION AND FINANCE

Human Resources Management

To: California State University, Los Angeles

I, _____ (SSN: - -), would like to request a written employment verification. By signing this letter, I am authorizing Payroll Services to release information containing my date of hire, gross income, and position held. Please call me at () _____ - _____, ext 3 - _____ when completed, or mail to the following address.

Employee Signature

Date