



Date: _____

I authorize the Office of Human Resources to prepare a letter for me to verify my employment at Princeton University. I request that the letter includes the following information:

Please check all information needed:

Department name

Position title

Dates of employment

Current regular salary or earnings

Include overtime, additional pay, or summer faculty salary: Yes No

Previous salary or earnings (specify years, up to last three) _____

Include overtime, additional pay, or summer faculty salary: Yes No

Other information needed (subject to HR approval):

I understand that this letter will be addressed to me using my home address on file in HR, unless otherwise noted below.

Please address this letter to: Company Name: _____

Attention: _____

Title: _____

Street Address: _____

City, State, Zip: _____

Signature

Print Name

Employee ID Number (or Last 4-digits of Social Security number if Employee ID is unknown)