



Employment Verification Letter Request

The Human Resources Department offers employment verification letters detailing your department, title and employment dates (hours and salary, if requested). The letter does not include job description or supervisor details.

- ☐ Current Employee
- ☐ Former Employee

Today's Date: _____

First name: _____

Last name: _____

Email address: _____

Charlotte ID: 80 _____

(If Charlotte ID is unknown, list the last 4 digits of your SSN): _____

- ☐ Check here for hours and salary

How do you want to receive the employment letter? Choose one.

- ☐ Email
- ☐ Pick up (Please bring ID)

Employee Signature (required): _____

You may email the form to employment@charlotte.edu

Note: The standard processing time is the end of the next business day.