



Employee/Former Employee Request Form for Verification of Employment

Purpose: This form is required for current or former CMU employees to request a letter verifying their employment at CMU. Please complete, sign and return to HR Services at hr-help@andrew.cmu.edu. The letter will be returned to you in a PDF format via email. Please allow one week for processing.

***Note:** Letters will only contain basic employment information as documented in CMU's HR system, and will not contain information regarding the nature of your position/responsibilities or your job performance. If you need specific information regarding your job, contact your hiring department.

Requestor's Information

Name: _____ Andrew ID (if available): _____
Email: _____ Phone: _____

Employment Letter Information

For what purpose are you requesting this letter: _____

Specific position(s) or title(s) held at CMU: _____

Approximate dates of employment at CMU: _____ to _____

Address the letter to:

To whom it may concern or

Specific addressee:

Name: _____
City: _____ State: _____ Zip Code: _____

Check all of the following information you would like to be included in your letter.

Note: Information requested below will only be included in letter if applicable to your employment record.

Standard information:

Additional information:

- Dates of employment
- Most recent position title
- Most recent department
- Full-time or part-time (for most recent position)

- Most recent position's pay information (such as annual salary or hourly rate)
- Other, please explain below (*see note above):

Authorization

I certify that I am requesting information about my own employment at CMU and the university has my consent to create a letter with the above information.

Print Name _____ Date _____

Signature _____

Email completed form to
HR Services at
hr-help@andrew.cmu.edu