

[on letterhead]

[date]

International Student Services
University of Washington Tacoma
MAT 203, Box 358401
1900 Commerce Street
Tacoma, WA 98402

To Whom It May Concern:

This letter is to confirm that the below named individual has been [employed OR offered an employment] by our company.

Name: _____

Job Title: _____

Job Duties: _____

Employment Start and End Date: ____/____/____ to ____/____/____

Number of Hours per Week: _____

Location of Employment: _____

City: _____ **State:** _____ **Zip:** _____

Sincerely,

[Signature]

[Title]