



SAMPLE ONLY

September, 2016

To whom it may concern:

This is to confirm that the  
Employment. The job title is

Department would like to hire  
and the start date is

through Campus

- ① on letterhead
- ② student's full name
- ③ job title
- ④ start date
- ⑤ original signature
- ⑥ hard copy → student.

Sign