

(on letterhead)

(Date)

TO WHOM IT MAY CONCERN:

This is to confirm that (last name, first name) will be employed at (department/office) at Northern Illinois University to perform the following duties: (job description).

The employment begins on (projected or actual start date) and the student is expected to work (# of hours) hours per week.

The student's immediate supervisor, (name), may be reached at (phone number) or (e-mail address).

The EIN of Northern Illinois University is 36-6008480.

(signatory's name and title)