

[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] per week.

The student's immediate supervisor, [name], may be reached at [phone number] or [email address].

The EIN of Northern Illinois University is 36-6008480.

[signatory's name and title]