

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 the Human Resources Service Center by submitting an HR Ticket. The letter will be returned to you in a PDF format via email. Please allow one to two business days 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

Purpose of the letter requested: _____

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

Approximate dates of employment at CMU: Start: [Click or tap to enter a date.](#) End: [Click or tap to enter a date.](#)

Address the letter to:

To whom may concern

OR

Specific addressee:

Name: _____

City: _____

State: [Choose an item.](#)

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:

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

Additional information:

- Most recent position's pay information (annual/hourly)
- 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.

Date: _____

Signature: _____

Print Name: _____

- **Current Employees:** [Submit an HR Service Ticket](#) and attach the form to the ticket.
- **Former Employees:** Email the form to the [HR Service Center](#).