

Verification Letter Request Form/Authorization to Release Information

Human Resources will, at your request, prepare a general letter which verifies your employment at Quinnipiac University. This letter is addressed "To Whom It May Concern" and can contain any of the below formally requested items. A copy of your request and the letter will be placed into your employee file. Please note that your request for an employment verification letter must be accompanied by this signed form to be processed.

1. Required information

Employee Name: _____			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
Date: _____		QU ID #: _____	
E-mail: _____		Phone Number: _____	

2. Information to be verified

I am requesting an employment letter stating my:	
<i>Check all that apply</i>	
Name	Dates of Employment
Title	Hire Date
Department	Separation Date
Other _____	Salary/Hourly Rate

3. Delivery Instructions

Please allow up to 5 business days for processing. All requests must be picked up in person at the Office of Human Resources and proper identification must be presented. Letters will only be released to the requesting employee or former employee.	
_____	_____
<i>Signature</i>	<i>Date</i>

For Human Resources use only:

Form of ID presented: _____	
Verified by: _____	_____
	<i>Date</i>