



**Human Resource Services**

New Mexico State University  
MSC 3HRS, Box 30001  
Las Cruces, NM 88003-8001  
Phone: (575) 646-8000  
Fax: (575) 646-2806

**Requesting letter of Employment Verification**

Requestor Information	
<b>Employee Name:</b>	<b>Banner ID:</b>
<b>Title:</b>	<b>Department:</b>

I hereby request the below information be included in my request for a letter of employment verification. I authorize New Mexico State University to release the requested information in the format described below.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Please include:**

- Dates of Employment
  - Current Position
  - History
- Position Title
- Hiring Department
- Salary
  - Annual
  - Semi-monthly
  - Hourly
- Other \_\_\_\_\_

**Email Address:** \_\_\_\_\_

All Employment verifications are emailed unless otherwise requested.  
(Note: Social Security information will not be included in letter.)

- To be picked up by the Employee
- To be mailed to the following address:

**(FOR HUMAN RESOURCE SERVICES USE ONLY)**

<b>Request completed by:</b>	<b>Date Completed:</b>
<b>Title:</b>	<b>Department:</b>