

[MUST BE ON LETTERHEAD]

DATE

To Whom It May Concern:

This is to certify that **STUDENT NAME** has been offered, or is already working in general on-campus employment. They will **NATURE OF EMPLOYMENT (STUDENT ASSISTANT, GA, ETC)**. Their tentative start date will be **DATE** and they will work no more than 20 hours per week.

Southeastern's EIN number is 726000816. The student's direct supervisor is **SUPERVISOR NAME** and they can be reached at **SUPERVISOR PHONE NUMBER**.

Employer Signature (original, no copies or stamps)

Title