



Department of Human Resources

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Employment Verification Letter Request

To be completed/submitted by current or former employee only.

The Human Resources Department can provide an employment letter that includes your **department, title, salary and duration of employment**. We cannot share information about the employee's job description or supervisor.

Date: ____ / ____ / ____

First name: _____

Last name: _____

Current Employee: UNC Charlotte ID#: 80 _____

Former Employee: Last 4 Digits of SSN _____

Include Salary or number of hours? (check) Salary _____ # of hours _____

How do you want to receive the employment letter? Choose one.

_____ *Email to* _____

_____ *Pick up (Please bring ID)*

_____ *Mail to:* _____

**Normal turnaround time for the return of the letter is the *end of the next business day*. You may email the form to employment@uncc.edu or submit to HR - King 222.