



## Tippecanoe School Corporation Employment Verification Letter



To Whom It May Concern:

Please accept this letter as confirmation that the student listed below has been hired by our company and has worked at least 75 hours. If the student has not worked 75 hours, please list the total hours worked on the appropriate line below.

Student Name: \_\_\_\_\_

Date Hired: \_\_\_\_\_ Company: \_\_\_\_\_

Position(s) Held by Student: \_\_\_\_\_

Job Hours Worked (0 to 75) \_\_\_\_\_

Student Job Duties: \_\_\_\_\_

Company Contact Name: \_\_\_\_\_

Phone Number/Email: \_\_\_\_\_

Is/Was this student in good standing as an employee?     Yes    No  
Do you believe this student has employability skills?     Yes    No  
If you were hiring, would you hire this student again?     Yes    No

In the event you should have any questions or need additional information, please contact us.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_