

(Date)

To Whom It May Concern:

This letter verifies that *Name* (DOB: \_\_\_\_\_), a **Doctoral/Masters** student at Asbury Theological Seminary, has accepted the job of the \_\_\_\_\_ (*list the job title*).

The job position is an on-campus student worker role (*10* hrs./week) housed at the \_\_\_\_\_ (*department name*). \_\_\_\_\_ (*name of the student*) start date is **September 18, 2023**, or immediately after **he** receives the Social Security Number. **He** will be paid **\$11/hour** (*Please confirm with the HR about the pay*).

Please direct any further inquiries to the \_\_\_\_\_ (*department name*) at \_\_\_\_\_ (*phone number*).

Sincerely,

*(Name of the department manager)*

*(name of the department)*

Asbury Theological Seminary