



# SAMPLE Social Security Letter from Employer

## MUST BE ON BUSINESS LETTERHEAD

(Today's Date)

Social Security Administration  
Miami, FL USA

To: Whom It May Concern

This is evidence of campus employment for (Student's Name) the nature of (Student's Name) job is (Job Title). (Student's Name) started [or will start] working for (Company/Department Name) and will work (number) hours a week.

The following is employer contact information:

Employer Identification Number (EIN): \_\_\_\_\_

Employer Telephone Number: \_\_\_\_\_

Student's Immediate Supervisor: \_\_\_\_\_

If you have any questions, please do not hesitate to call.

Sincerely,

(Your Name)  
(Title)