



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

DIVISION OF ADMINISTRATION AND FINANCE

Human Resources Management

To: California State University, Los Angeles

I, _____ (SSN: - -), would like to request a verbal employment verification. By signing this letter, I am authorizing Payroll Services to release information containing my date of hire, gross income, and position held.

The following company or person will contact Payroll Services to obtain the information above,

_____.

Employee Signature

Date