

Du Page County Department of Human Resources
Request for Employment Verification Letter



Employee Name (print clearly) _____

Employee Number _____ Position Title _____

Department _____ Phone Number _____

Name and address of agency composing letter to (include postal code):

I am requesting an employment verification letter containing the following:

- Commencement Date Base Annual Salary
 Position Title Employment Status
 Other Information to be released _____
- _____

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Once completed, I am requesting the letter to be:

- Picked up in 421 JTK Human Resources Office in person (photo ID required)
 Sent to my Department
 Mailed to my home address: _____
- _____
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Please allow 2-3 business days to complete you letter

Employee Signature: _____ Date: _____