

**Human Resources**  
**7000 Fannin, Suite 150**  
**Houston, TX 77030**  
**Phone: (713) 500-3130**  
**Fax: (713) 500-0373**  
**Alt Fax: (713) 500-3124**

**RE: Request For Verification Of Employment Letter**

The University of Texas Health Science Center at Houston will provide a letter of employment verification including an employees dates of employment, job title, FTE Status and annual salary (If the Employee provides a written authorization to do so).

Human Resources will make every effort to handle this request in a timely manner, but should not exceed 3 business days. If you indicate that you will be picking the letter up from our office, we will call you when your letter is ready.

**(Please Print)**

Today's Date: \_\_\_\_\_

I, \_\_\_\_\_, authorize The University of Texas Health  
(Print your name)  
Science Center at Houston to release my annual salary.

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Date)**

Social Security# \_\_\_\_\_

Phone# where you can be reached between 8am-5pm (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ I would like to pick up the letter from this office, UCT 150

\_\_\_\_\_ I would like you to send the letter to me at this address:

Address: \_\_\_\_\_

City and State: \_\_\_\_\_

This letter will be addressed **To Whom it May Concern:** if not otherwise specified.

Address to: \_\_\_\_\_

Address: \_\_\_\_\_