



*****SAMPLE LETTER OF VERIFICATION*****

INGRAM STATE TECHNICAL COLLEGE

June 24, 2014

Dr. Jane Director
P.O. Box 0000
Birmingham, Alabama 00000-0000

Dr. Director:

This correspondence is being sent in order to provide verification of employment for Ms. Sarah Doe who has been employed on a full-time basis with the College for a total of 6 years since her hire on May 5, 2008. During her employment with the College, Ms. Doe has worked in the following capacities:

- Financial Aid Clerk May 5, 2008 – December 3, 2009
- Financial Aid Specialist December 4, 2009 – August 13, 2011
- Financial Aid Advisor August 12, 2011 – present

Please feel free to contact me if you have any questions concerning with this matter. I can be reached by telephone at 334-290-3248, cellular phone at 334-312-2693, or e-mail at erica.turner@istc.edu.

Sincerely,

Erica Portis-Turner
Coordinator of Human Resources

EPT/ej

Hank Dasinger, Ph.D., President
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