

<<DATE>>

Social Security Administration  
707 N. Grand Avenue  
Waukesha, WI 53186

**RE: <<Student's name being employed>>**

To Whom It May Concern:

<<Student's name>> has been offered a position as <<position title>> at <<company>>, <<company address>>. <<Student position responsibilities>>

<<student's name>> anticipated start date is <<full date>>, not exceeding 20 hours per week, during the regular academic year. The student is reporting to <<supervisor's name and contact information>>

The <<employer's name>> Identification Number (EIN) is <<EIN number>>. Should you have any questions regarding the above student's status or eligibility to work on campus, contact me at the information listed below.

Sincerely,

<<Supervisor's name and contact information>>