



SAN DIEGO STATE
UNIVERSITY

The Center for
Human Resources
5500 Campanile Drive
San Diego, CA 92182 · 1625
Tel: 619 · 594-6404
Fax: 619 · 594-1147

MEMO TO: The Center for Human Resources, San Diego State University

FROM: _____
(Please Print Full Name)

Red ID#: _____

This is to request written verification regarding my employment at San Diego State University for the following indicated records:

- Position Title
- Date of Employment
- Monthly Salary
- Year-to-date Earnings, Current Year
- Prior Year Earnings

I understand that your policy is to only verify information which is confirmed by your payroll records.

DATE: _____

SIGNED: _____

Delivery Instructions: _____

