



Lafayette School Corporation Employment Verification Letter



To Whom It May Concern:

Please accept this letter as confirmation that the student listed below has been hired by our company and has worked at least 75 hours. If the student has not worked 75 hours, please list the total hours worked on the appropriate line below.

Student Name: _____

Date Hired: _____ Company: _____

Position(s) Held by Student: _____

Job Hours Worked (0 to 75) _____

Student Job Duties: _____

Company Contact Name: _____

Phone Number/Email: _____

Is/Was this student in good standing as an employee? ☐ Yes ☐ No

Do you believe this student has employability skills? ☐ Yes ☐ No

If you were hiring, would you hire this student again? ☐ Yes ☐ No

In the event you should have any questions or need additional information, please contact us.

Signature: _____

Title: _____

Date: _____