

[Letterhead]

[University Name]

[Department Name]

[Address]

[Date of Verification Letter Written]

Employment Letter Confirming [coach's name] Position at [University Name]

To Whom It May Concern:

The following information relating to the status of [coach's name], represents the most up to date information available from [University Name]. This information is accurate as of [date of verification letter].

Original Hire Date: [starting date]

Separation Date: [ending date]

Job Title: [coach's position]

Employment Type: [full-time or part-time]

If you have any questions in this regard, please contact me at [phone number of department].

Thank you,

[Signature of Person Writing Verification Letter]

[Name of Person Writing Verification Letter]

[Department Position]

[University Name]