

[Company Letterhead or Employer Name]
[Employer Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Student Loan Servicer Name]
[Servicer Address]
[City, State, Zip Code]

RE: Employment Verification for [Employee Name]
Employee SSN (Last 4 digits): [XXX-XX-XXXX]

To Whom It May Concern,

Please accept this letter as official verification of employment for **[Employee Name]**. This information is provided to assist in the evaluation of their student loan deferment or forbearance application.

Employment Details:

- **Job Title:** [Job Title]
- **Employment Status:** Part-Time
- **Original Hire Date:** [Date]
- **Average Hours Worked Per Week:** [Number of Hours]
- **Current Employment Status:** [Active/On Leave]

If you require any additional information or have further questions regarding [Employee Name]'s employment, please feel free to contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]
[Company Name]