Verification Letter Template

[Date]

U.S. Department of Homeland Security

U.S. Citizenship & Immigration Services

Nebraska Service Center

850 S Street, P.O. Box 87140

Lincoln, Nebraska 68501-7140

RE: Verification of Employment and Offer of Permanent Employment

State University of New York at Buffalo

Dear Sir or Madam:

This letter is written to confirm that [name of individual] is currently employed as an

Assistant Professor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the State

University of New York at Buffalo at an annual salary of $ \_\_\_\_\_\_\_\_\_\_\_ paid through

the State payroll.

The position is a tenure-track position. Therefore, the offer of employment to [name of

individual] is of indefinite duration and one in which there is a good expectation of

continuing employment.

If [name of individual] is granted permanent residence, it is my intention to continue to

employ him/her in this capacity.

Should you have any questions or need further information, please contact me.

Sincerely,

Name