

**SAMPLE LETTER
VERIFING EMPLOYMENT AT USM
(Department/Divison)**

PLACE ON USM LETTERHEAD

(Today's Date)

c/o DHS (I-140)
USCIS
Texas Service Center
P.O. Box 852135
Mesquite, TX 75185

Dear (Employee's name)

This is to offer you continued employment as a (Job title) at the University of Southern Mississippi, (Department/Division) effective (09-25-03). As you are aware, your initial hire date was (date).

This is full-time regular permanent research position according to the U.S. Citizenship and Immigration Services definition.

If you have any questions or need further information, please contact (Name & Phone #)

Sincerely,

(Chairman or Director)