



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

**Human Resource Services**  
1265 Military Trail, Room B526C/D  
Toronto, Ontario, M1C 1A4

**REQUEST FOR EMPLOYMENT LETTER**  
**(PLEASE PRINT)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Personnel No. \_\_\_\_\_ Department \_\_\_\_\_  
U of T Phone No. \_\_\_\_\_

Please fill in the correct information and return the completed form to Human Resource Services, Room B526C/D, at University of Toronto Scarborough.

A letter will be available for pick-up by 3:00 p.m. the next business day following receipt of your request.

If you prefer this letter to be sent via email or mail, please provide your email address or indicate to whom it should be addressed.

Email address \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Pick-Up \_\_\_\_\_

**AUTHORIZATION:**

I hereby authorize the release of employment information by the Human Resource Services as specified below:

**YES**                      **NO**

Department Employed With:  
Position Held:  
Length of University Service:  
Current Salary:  
Appointment Status (Continuing or Term):  
Other (as Specified): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature                                              Requested Date