



UNIVERSITY OF
TORONTO
SCARBOROUGH

Human Resource Services
1265 Military Trail, Room B526C/D
Toronto, Ontario, M1C 1A4
payroll.utsc@utoronto.ca

**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 the University of Toronto Scarborough, or email it to payroll.utsc@utoronto.ca.

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