

[On Employer Letterhead]

Employer Name: _____

Address: _____

City: _____ State: _____ Zip _____

RE: Verification of Salary for _____ [Name of Employee]

To Whom It May Concern:

Please accept this letter as confirmation that _____ [Name of Employee] is employed with _____ [Employer Name]. as [Title]. Additionally, _____ [Name of Employee] is currently doing research on _____, which will align with the research they will be doing at Columbia University from [dates of visit].

Currently, _____ [Name of Employee]'s salary at [Employer Name] in connection with their research at Columbia University is over \$35,568 annually and will continue to receive funding at [company or institution] during the scholar's stay at Columbia University while on sabbatical leave from [dates of leave] at/with [company or institution].

If you have any questions or require further information, please don't hesitate to contact me at _____ [Employer Phone Number].

Sincerely yours,

Signature _____ **Print Name:** _____

Title: _____

