

**[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 \$58,656 USD 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: \_\_\_\_\_ [Verified by someone in HR]