

# Hiring Department Sample SSN Support Letter

(Prepared on official school or department letterhead and containing the employer's original signature)

Date:

U.S. Social Security Administration

To whom it may concern:

Please include the following in the letter of employment:

- Student's full name
- Student's position title
- Type and nature of employment
- Name of office or department offering employment
- Employment start date
- Number of hours per week student will work
- Supervisor's name
- Supervisor's contact information

Thank you.

Sincerely,

Original Signature of Department Representative or Supervisor

Department Representative's or Supervisor's Name

Department Representative's or Supervisor's Title