

Employer Verification Letter



The J. Whitney Bunting College of Business and the Department of Accounting thank you for providing this internship to our student. We are confident that your organization will provide the student with valuable and significant work experience in the field of accounting.

To earn academic course credit for this internship, the student must perform assigned duties to your satisfaction. The student intern will request your evaluation and comments as the term of employment comes to an end. The student is also required to submit time logs, signed by the intern's supervisor, to verify satisfaction of the hours-worked requirement.

In order for us to properly administer this internship, we ask that you provide the following information. Please retain a copy of this document for your files.

Student Name: _____ **Start Date:** _____

Firm Name and Address: _____

Description of the Internship Duties:

Supervisor: _____ **Title:** _____

Email: _____ **Phone:** _____

Signature: _____ **Date:** _____