<<THIS DOCUMENT MUST BE COMPLETED BY THE EMPLOYEES SUPERVISOR OR OTHER RELEVANT STAFF PERSON AT THE INSTITUTION (DIRECTOR OF HUMAN RESOURCES)>>

<<PLEASE USE YOUR INSTITUTION’S LETTER HEAD>>

<<INSTITUTION ADDRESS>>

<<DATE>>

Emily Shields

Executive Director

Iowa Campus Compact

2500 Fleur Drive

Des Moines, Iowa 50321

Re: Salary Verification

Dear Ms Shields,

I’m writing this letter to verify the salary of <<EMPLOYEE NAME>> with regard to <<INSTITUTION NAME>>’s matching funds obligation for the Iowa College AmeriCorps Program.

<<YOU MAY INCLUDE WAGE AND/OR BENEFITS INFORMATION AT THE INSITUTION’S DESCRETION FOR CALCULATING THE HOURLY RATE.>>

<<FOR SALARY EMPLOYEES>>

<<EMPLOYEE NAME>>’s current income is $XX,XXX per year. <<EMPLOYEE NAME>>’s annual benefits package is valued at $XX,XXX. We estimate <<EMPLOYEE NAME>> works X,XXX hours each year and value the hourly rate of <<EMPLOYEE NAME>>’s time and benefits at $XX.XX per hour.

<<FOR HOURLY EMPLOYEES>>

<<EMPLOYEE NAME>>’s current hourly rate of pay is $XX.XX per hour. <<EMPLOYEE NAME>>’s annual benefits package is valued at $XX,XXX. We estimate <<EMPLOYEE NAME>> works X,XXX hours each year and value the hourly rate of <<EMPLOYEE NAME>>’s time and benefits at $XX.XX per hour.

Should you have any questions, do not hesitate to contact me.

Sincerely,

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<<SIGNATURE>>

<<NAME, TITLE, CONTACT INFO>>