

EXAMPLE – EMPLOYEE CONFIRMATION STATEMENT

TO: Chair, Department of _____ or
Dean, College of _____

FROM: _____
Employee's Name

RE: OUTSIDE ACTIVITY/EMPLOYMENT EMPLOYEE CONFIRMATION
STATEMENT FOR 2008/2009

/_____/ I do not plan to be involved in any outside activity/employment during 2008/2009.

/_____/ I am or plan to be involved in an outside activity/employment during 2008/2009. The appropriate 2008/2009 Outside Activity/Employment form is already on file in the Dean of the Faculties Office or Human Resources, or the appropriate form is attached.

Employee's Signature

Date

Note: These employee confirmation statements should be kept in a single auditable file in the department and should not be sent to the Office of the Dean of the Faculties.