

FORDHAM UNIVERSITY

Predecessor Service Verification Letter for New Employees

Fordham University offers predecessor service credit towards eligibility and meeting the service requirements for the purpose of Retirement Plan enrollment. The credit is provided to new employees who were employed by an institution of higher education, or nonprofit academic or governmental research institution **immediately prior** to their employment with Fordham.

In order to receive the predecessor service credit, you must provide confirmation of your employment on the institution's letterhead. The letter must be sent to the Office of Human Resources Management at benefits@fordham.edu within 30 days of your hire date, using the template provided below.

Please note

Template (Please provide this on Institution's Letterhead)

(Date)

Fordham University
Office of Human Resources Management
Faculty Memorial Hall, Room # 506
441 East Fordham Road
Bronx, NY 10458

Dear Fordham University Human Resources Office:

Subject: **Confirmation of Full-Time Employment**

This letter is to confirm that <<First Name, Middle Initial, Last Name>> was continuously employed in a **full-time position(s)** with <<Employer Name>> as below:

Rank or Position Held	Start Date	End Date

Should you need any further information, please contact me at <<HR Contact Phone Number>>.

Sincerely,

<<HR Contact Name and Title>>