Date

Angela Reyes

Human Resources

Research Foundation of CUNY

230 West 41 Street

New York, NY 10036

Dear Ms. Reyes,

I am writing this letter regarding employment of *Employee Name* on *Grant title; grant number.*

*Employee Name* is currently employed by CUNY in the *Department Name* and works on tax levy funds as an *title*, # of hours, for *Job responsibilities*.

On *the grant number, Employee Name* will work as *title, #* of hours, for *Job responsibilities.*

These responsibilities are different from their tax-levy position.

Sincerely,

Your name

Department

Title