

December 11, 2014

To whom it may concern:

This notification is a courtesy reminder that the Mississippi State University Department of Human Resources Management will be closed for the holidays beginning at 5:00 p.m. on December 22 through 5:00 p.m. on January 2, 2015. All university departments are affected by this closure.

We encourage financial institution mortgage processing units as well as other entities that require employment verification documents to submit requests prior to 5:00 p.m. on December 22, 2014. During the scheduled holiday we will not maintain staff to process employment verification requests. Normal operations will resume on January 5, 2015.

If you have questions or if you need additional information, please contact the Mississippi State University Department of Human Resources Management, (662)325-3713.

Thank you for your time and consideration.