



Memo

Date: September 23, 2025
To: Clergy and staff
From: Marquita Richburg, chief human resources officer
Re: New dedicated email for employment verification requests

To improve efficiency and ensure consistency in handling employment verification requests, the Office of Human Resources has established a dedicated email account: employmentverifications@archatl.com.

Effective immediately, all employment verification inquiries—whether internal or external—should be directed to this email address.

Our office will continue to manage these requests in accordance with our Neutral Reference Policy (Section 4.1.1), which limits the information we may disclose to:

- Employee name
- Dates of employment
- Job title
- Salary
- Employment status
- Job duties
- Eligibility for rehire

This new process will help us manage the volume of requests more efficiently and ensure timely responses.

Thank you for your attention and cooperation.