

## Sample: Work Experience Verification Letter from Employer

Request from current/former employers to write a letter verifying that you have worked in your occupation (not teaching) for at least three (3) years (1000 hours per calendar year). One of these three (3) years must be within five (5) years or two (2) years within ten (10) years of credential application date. **Letter must state your name, position, title, job duties, dates of employment, and full or part-time status - including the number of hours worked per year.**

Write a "draft" letter for your employer so all information will be included, have the employer put your "draft" on company letter head. Letters must be on company letterhead, SIGNED by your current/former supervisor or personnel office, and verifiable by telephone. **Submit originals ONLY - no copies.**

<p style="text-align: center;">(On Employer Letterhead)</p> <p style="text-align: center;">Essential Automotive Supplies 123 Main Street Los Angeles, CA 90000</p> <p>Date (Month/Day/Year)</p> <p>Commission on Teacher Credentialing Sacramento, CA</p> <p>To Whom It May Concern:</p> <p>This letter is to verify the employment of John Doe who worked for Essential Automotive Company as an Automotive Mechanic from February 6, 2008 until April 15, 2012. was a mechanic working full-time, at least 1000 hours per year.</p> <p>As an Automotive Mechanic, his duties were:</p> <ul style="list-style-type: none"> <li>- general automotive repair</li> <li>- diagnose defective engines</li> <li>- replace defective parts</li> <li>- tune up engines</li> <li>- replace brakes</li> </ul> <p>Please contact me at xxx/xxx-xxxx if you have any questions.</p> <p>Sincerely,</p> <p>Robert Richmond (Name of Supervisor) Owner (Postition/Title)</p>	<p style="text-align: center;">(On Employer Letterhead)</p> <p style="text-align: center;">ABC Computer Corporation 123 Main Street Los Angeles, CA 90000</p> <p>Date (Month/Day/Year)</p> <p>Commission on Teacher Credentialing Sacramento, CA</p> <p>To Whom It May Concern:</p> <p>This letter is to verify the employment of Johanna Doe who worked for ABC Computer Corporation as a Computer Technician from February 6, 2009 until April 15, 2018. She was a computer technician working full-time, at least 1000 hours per year.</p> <p>As an Computer Technician, her duties were:</p> <ul style="list-style-type: none"> <li>- installing software and hardware</li> <li>- developing and maintaining data bases</li> <li>- setting up and using spreadsheets</li> <li>- creating Webpages using HTML/CSS</li> <li>- providing IT Service and support</li> </ul> <p>Please contact me at xxx/xxx-xxxx if you have any questions.</p> <p>Sincerely,</p> <p>Robert Richmond (Name of Supervisor) Owner (Postition/Title)</p>
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