Proof of Employment Letter

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lorem Ipsum, Executive Director  
Commission on POST  
000 Lorem Road, Ipsum 000  
Lorem Ipsum, CA 00000

Dear Director Lorem:

This letter is to verify that (Applicant’s Full Name) is/was employed as a sworn (Applicant’s Position) with our department from (Dates of Service). During (Applicant’s Name) employment, this applicant successfully conducted a full range of chief executive responsibilities, performing high level managerial and administrative duties consistent with the position held.

If you have any questions regarding (Applicant’s Name) employment with the (Name of Agency), please phone me at (Author’s Phone Number).

Sincerely,

(Individual’s printed name and title)

(Agency name)

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