

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.**

(On Employer Letterhead)	(On Employer Letterhead)
Essential Automotive Supplies 123 Main Street Los Angeles, CA 90210	ABC Computer Corporation 456 Main Street Los Angeles, CA 90210
Date (Month/Day/Year)	Date (Month/Day/Year)
Commission on Teacher Credentialing Sacramento, CA	Commission on Teacher Credentialing Sacramento, CA
To Whom It May Concern:	To Whom It May Concern:
This letter is to verify the employment of John Doe who worked for Essential Automotive Company as an Automotive Mechanic from February 6, 2010 until April 15, 2017. He was a mechanic working full-time, at least 1000 hours per year.	This letter is to verify the employment of Johanna Doe who worked for ABC Computer Corporation as a Computer Technician from July 10, 2009 until April 15, 2020. She was a computer technician working full-time, at least 1000 hours per year.
As an Automotive Mechanic, his duties were: - general automotive repair - diagnose defective engines - replace defective parts - tune up engines - replace brakes	As a Computer Technician, her duties were: - installing software and hardware - developing and maintaining data bases - setting up and using spreadsheets - creating Webpages using HTML/CSS - providing IT Service and support
Please contact me at xxx/xxx-xxxx if you have any questions.	Please contact me at xxx/xxx-xxxx if you have any questions.
Sincerely,	Sincerely,
Robert Richmond (Name of Supervisor) Owner (Postition/Title)	Michael Staffner (Name of Supervisor) Owner (Postition/Title)

Sample: Work or Occupational Experience, Self-Verification

For self-employed or former employer not available (or job duties not listed), you must submit the following items:

- a. A **notarized self-verification letter** from you in the format below. End with the following statement:
“I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.”
- b. Five documents as back-up to your **notarized self-verification** letter, which may include:
 - Copy of tax form statement, business cards, advertising flyers, etc.
 - Current/former business license(s) or permit(s) within dates on letter.
 - Letters from former customers. The letter must state the jobs done and the length of the jobs.
 - Letters from suppliers, or other business associates (such as you accountant, lawyer), who can verify your occupation.

Name Main Street Fresno, CA 93721	Name 123 Main Street Fresno, CA 93721
Date (Month/day/year)	Date (Month/day/year)
Commission on Teacher Credentialing Sacramento, CA	Commission on Teacher Credentialing Sacramento, CA
To Whom It May Concern:	To Whom It May Concern:
This letter is to verify my employment. (YOUR NAME HERE) , as a full-time Office Worker with (NAME OF COMPANY) . (NAME OF COMPANY) was closed and is longer in business. I worked from 2010 to 2016, full-time at least 1,000 hours per year.	This letter is to verify my employment. (YOUR NAME HERE) , as a full-time Professional Dancer . I have worked and volunteer with various organization such as (NAME OF COMPANIES) . I worked from 2018 to 2021, full-time at least 1,000 hours per year.
As an Office Worker my duties were: • Filing, customer service, answering phones • Data entry • Completing reports, memos and letters using Microsoft Word • Processing account payables and receivables • Provided other duties as necessary	As a Professional Dancer my duties were: • Professional dancer in Ballet, Jazz, Tap and Modern Dance • Choreographer developing performing arts programs • Assisting dancers in developing their skills • Preparation for performing arts plays and recitals • Design and create “sets” for performing arts production
Please call me at xxx/xxx-xxxx should you have any further questions.	Please call me at xxx/xxx-xxxx should you have any further questions.
I can certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.	I can certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.
Sincerely, (YOUR NAME HERE)	Sincerely, (YOUR NAME HERE)