**ACS Sample Employment Verification Letter**

[Insert or print on official letterhead] (1)

*Note: The header details of shown on this sample letter should be removed when creating actual Employment Verification Letter. Actual Employment Verification Letter must be on the official letterhead or stationery of hospital or clinic. The letterhead should include the hospital or clinic name, address (street address, city, state/province, postal code, country), and phone number.*

[Insert current date] (2)

Cardiovascular Credentialing International   
3739 National Drive, Suite 202   
Raleigh, NC 27612

RE: [Insert Applicant’s full name] (3)

This letter has been sent to verify that [insert Applicant’s full name] has been employed for [insert number of months or years and indicate full or part-time employment] (4) in the echocardiography laboratory at [insert name of employer] from [insert date range of employment including month and year] (5). Within this timeframe, [insert Applicant’s name] primary duties consisted of [insert the primary duties of Applicant related to the field of cardiovascular technology] (6) within our lab.

I am sending this letter in support and endorsement of [insert Applicant’s full name] application to sit for the Advanced Cardiac Sonographer examination.

Sincerely,  
[Insert original signature of direct supervisor] (7)

[Insert direct supervisor’s full name with credentials and credential number]  
[Insert title]  
[Insert email address and phone number]

*Important: Original signature of direct supervisor signing this letter must be an MD or DO or hold an active echocardiography credential (includes but is not limited to RCCS, RCS, or RDCS).*