**CCT 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. Actual Employment Verification Letter must be on the official letterhead or stationery of organization ~~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 first and last names] (3)

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

I am sending this letter in support and endorsement of [insert Applicant’s full name] CCI examination application.

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

[Insert direct supervisor’s first and last names] (8)
[Insert title] (9)
[Insert email address] (10)
[Insert phone number] (11)