**Sample Employment Verification Letter**

**For CCI Registry, Specialty, or Advanced Level Examination Applicants**

**[Insert or print on official letterhead]** (1)

*Note: The header details shown on this sample letter should be removed when creating the actual Employment Verification Letter. Employment Verification Letter must be on the official letterhead or stationery of the organization.*

**[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 **[indicate full or part-time employment\*]** (4) at **[****insert name of employer]** (5).

[Insert Applicant’s name] has been employedfrom **[insert date range of employment including month and year]** (6).

Within this timeframe, [insert Applicant’s name] primary duties consisted of **[insert the primary duties of Applicant related to specialty area and specify specialty area]** (7).

[Insert Applicant’s name] [insert appropriate descriptive action (e.g., performed, scanned, assisted, operated, etc.)] **[insert the number of studies performed related to specialty area during the Applicant’s employment]** (8) [specify studies or cases], within our facility.

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**] (9)

**[Insert direct supervisor’s first and last names with credentials]** (10)
**[Insert title]** (11)
**[Insert email address]** (12)

**[Insert phone number]** (13)

*Acceptable Signature: Direct supervisor or medical director signing this letter must be an MD or DO or hold an active cardiac, vascular or ultrasound credential.*

*If Direct supervisor or Medical director are not available to sign letter, a general employment verification letter from HR department can be used to confirm job title and time of employment.*

*\*If verifying part-time employment, please include total number of hours worked within date range provided.*