**Sample Employment Verification Letter**

**For CCI Certificate Level Examination Applicants**

**[Insert or print on official letterhea**d] (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 first and last name]** (3)

This letter has been sent to verify that [insert Applicant’s full name] has been employed 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 primary healthcare related duties of Applicant]** (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)