



Massachusetts Department of Elementary and Secondary Education

Office of Educator Licensure
75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-6600
TTY: N.E.T. Relay (800) 439-2370

Sample Letter: Verification of Preliminary Vocational Licensure Employment Experience

Purpose: The below sample letter template is intended to assist in verifying the employment experience of a Preliminary vocational educator licensure applicant that is directly related to the Preliminary license being sought.

The letter should be printed on official company/organization letterhead of the employer, include all information contained in the template and be signed by the company president, owner, human resources director, or equivalent. An employer may only verify employment experience that they have provided.

SAMPLE EMPLOYMENT EXPERIENCE LETTER TEMPLATE

Please insert all information noted in the brackets below.

[Date]

To Vocational Licensure:

The purpose of this letter is to verify the employment experience of [name of employee] at [name of company/organization] from [month/year] to [month/year or present] as a [position title] working [number] hours a week in this position. His/her daily responsibilities for this position consisted of [state position responsibilities].

Sincerely,

[Employer's printed name]

[Employer's signature]

[Employer's title]

[Employer's telephone number or email address]