

Employing Agency Letterhead

(Date)

Bob Stresak, Executive Director

Commission on POST  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083

Dear Director Stresak:

This letter is to verify that (APPLICANT'S FULL NAME) is/was employed as a sworn (APPLICANT'S POSITION) with our department from (DATES OF SERVICE). During (APPLICANT'S NAME) employment, this applicant successfully conducted a full range of chief executive responsibilities, performing high level managerial and administrative duties consistent with the position held.

If you have any questions regarding (APPLICANT'S NAME) employment with the (NAME OF AGENCY), please phone me at (AUTHOR'S PHONE NUMBER).

Sincerely,

(Original signature of: city manager, mayor, county administrator, or the person authorized to verify the applicant's employment and duties)  
(Individual's printed name and title)  
(Agency name)