

*****Letter must be signed and on district or agency letterhead*****

Template:

Date

This letter is to certify that (name of employee) has been employed with (Name of district or hiring agency) from (month/year) to (month/year) as a (full time or part-time: specify hours and days) (position held including subject area) in the (grade or level).

District Representative signature (Signature must be on the letter.)
District HR Representative Title with contact information

Examples:

October 1, 2016

This letter is to certify that Jane Doe has been employed with the San Diego State District from August 20th 2013-May 9th 2014 as a full-time teacher in the kindergarten grade level.

October 1, 2016

This letter is to certify that Jane Doe has been employed with the San Diego State District from August 20th 2013-May 9th 2014 as a full-time nurse at the high school level.

October 1, 2016

This letter is to certify that Jane Doe has been employed with the San Diego State District since August 20, 2010 and is currently employed with us as an English teacher. She served as a part-time teacher from 2010-2012 working 4 hours a day, five days a week and has served as a full-time teacher since 2012.



John Smith
District Credential Analyst
San Diego State District
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