DESIGNATED SUBJECTS: COMPANY LETTERHEAD SAMPLE

The applicant must obtain the original verification of employment from the personnel office or company owner and should include the following information on company letterhead. NOTE: This is a sample form only.

Date:  

To:  
California State University, San Bernardino  
Jim and Judy Watson College of Education Student Services  
Attention: Credential Processing

From:  
NAME OF COMPANY REPRESENTATIVE, POSITION TITLE AND SIGNATURE

Subject:  
NAME OF APPLICANT

May this memorandum serve to verify the employment of NAME OF APPLICANT at NAME OF COMPANY from MONTH & YEAR to MONTH & YEAR in the position of POSITION TITLE. During this period, NAME OF APPLICANT was employed FULL-TIME/PART-TIME for an average of NUMBER hours per week.

In this regard, the specific nature of his/her duties and responsibilities were as follows:

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