

Verification of Employment Letter

Instructions for completing the letter:

1. Print on official letterhead.
2. Replace all fields in bold italic with appropriate information.
3. Be sure the director/owner signs the letter.
4. Submit the original letter, no copies will be accepted.

Date

Sacramento CARES Program
 Child Action, Inc.
 9961 Horn Road
 Sacramento, CA 95827

To Whom It May Concern:

(Teacher name here) was hired on ***(Date of hire)*** as a ***(Teacher Position Title here)*** at ***(Name of Child Care Program here)***. ***(Teacher name here)*** worked ***(# of hours here)*** per week and at least 50% of her time with children ages ***(ages of children here)*** in the last year.

If you have any questions or need more information, please call ***(Program Phone # here)***.

Sincerely,

Signature Here

Director/FCCH Owner Name Here
Position Title
Program Name