

**\*\*\*Letter must be 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

District HR Representative Title with contact information

**Examples:**

October 1, 2016

This letter is to certify that Jane Doe has been employed with the Jersey City Public Schools District from August 20<sup>th</sup> 2013-May 9<sup>th</sup> 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 Jersey City Public Schools District from August 20<sup>th</sup> 2013-May 9<sup>th</sup> 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 Jersey City Public Schools 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

Jersey City Public Schools

555 Main Street

Jersey City, NJ 07305