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(Date)

Bob Stresak, Executive Director

Commission on POST
860 Stillwater Road, Suite 100
West Sacramento, CA 95605

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,

(Individual’s printed name and title)
(Agency name)