

**Date:**

**To Whom It May Concern:**

**I am writing this letter to verify the employment of the individual listed below as well as any additional information that will confirm this employee's eligibility for CLEAR NCIT Basic Certification.**

**Employee Information:**

**Name (*first, last*):**

**Date of hire:**

**Name of employer:**

**Location of NCIT Basic Program (*city, state*):**

**Start date of NCIT Program(*mm/dd/yy*):**

**If employee's title is not Investigator/Inspector, but the employee still performs similar duties, please briefly explain below. (Optional)**

**If further confirmation is needed, I can be reached at the following information:**

**Name:**

**Title:**

**Organization:**

**Address:**

**Phone:**

**Email:**

**Best Regards,**

***(E-signature or actual physical signature is required.)***