

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.)