

Essential Automotive Supplies (On Company letterhead)

425 Main Street  
Pleasant Hill, CA 94523  
Date (Month/day/year)  
Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 94244-2700

To Whom It May Concern:

This letter is to verify the employment of John Doe, who worked for Essential Automotive Supply as an Automotive Mechanic from March 17, 1995 until November 23, 2000. John was a full time employee.

As an Automotive Mechanic, his duties were as follows:

- General automotive repair
- Diagnose defective engines
- Replace defective parts
- Tune up engines
- Replace brakes

Please contact me at (000) 111-2222 if you have any questions.

Sincerely,

James Buck (Name of Supervisor)

Owner (Position/Title)