

Letterhead (if available)

Date

RE: Student name (and Student # if known)

Dear Admissions,

This letter is to confirm that (Student Name) has been working at (care facility name) within the last two years and has accumulated a minimum of 600 hours of work experience. I can also confirm that in this facility, (student name) has provided care to multiple patients/residents.

Should you have any questions, please contact me.

Sincerely,

(Signature Required)

Employer Name

Position/Title

Company/Facility

Email address and/or phone number