

## **EMPLOYMENT VERIFICATION LETTER EXAMPLE**

To be printed on Department/ Agency Letterhead

<Date>

International Association of Arson Investigators  
2331 Rock Spring Road  
Forest Hill, MD 21050

RE: <Name of Applicant>

The above referenced applicant is in the process of making application for Evidence Collection Technician status with the International Association of Arson Investigators (IAAI). This letter will serve as verification of the applicant's Specific Work Experience in fire investigation.

Through this employment verification letter, I attest that <Name of Applicant> serves or served as a Fire Investigator with <Agency/Department name> from <dates of service>. During this time approximately <insert number> fires were investigated.

In addition, I attest that twelve (12) items of "Evidence Collected," provided on <Name of Applicant> application were in fact collected by the applicant.

I acknowledge that the IAAI may seek to validate any and all information provided by the applicant in his application packet to include this letter of employment and work experience.

<Signature>

Printed Name  
Agency and Title  
Address if different than letterhead  
Telephone  
Email address