AGENCY LETTERHEAD
NAME OF AGENCY STREET
ADDRESS CITY, STATE, ZIP
PHONE NUMBER

Sample Employment Letter

(DATE)

Michigan Commission on Law Enforcement Standards
Standards Compliance Section
927 Centennial Way
Lansing, MI 48913

To Whom It May Concern:

(CANDIDATE'S NAME), (SS#), was employed with the (NAME OF THE AGENCY) as a full-time (part- time) police officer from (DATE) to (DATE). * While employed with us, (CANDIDATE'S NAME) had full arrest powers to enforce the general criminal laws of (STATE) and was paid at least a minimum wage for all hours worked. (CANDIDATE'S NAME) duties were/are as follows: (LIST DUTIES). **

(CANDIDATE'S NAME) resigned (retired or is currently employed) from the Department in good standing (or provide reasons in detail for separation other than good standing). ***

If you have any further questions in regard to (CANDIDATE'S NAME), please contact (NAME OF PERSON TO CONTACT) at (PHONE NUMBER).

Sincerely,

(Signature of agency head or the director of Human Resources)

(NAME OF AGENCY HEAD and TITLE or the NAME OF THE DIRECTOR OF HR AND TITLE)

* If the applicant is part-time, please make sure that you indicate the total number of hours he/she worked in a fully empowered capacity.

** If the applicant is a Sheriff's Office employee, please indicate the capacity he/she was employed (i.e., road patrol, corrections, etc.) and how long he/she was employed in each capacity.

***This letter MUST state the status of the candidate at this time or at the time of separation.