

EMPLOYMENT VERIFICATION LETTER

Dear C&I Fire Inspection Unit:

_____ is a mechanical contractor that installs sheet
NAME OF COMPANY

metal systems related to the heating, cooling, ventilation, or exhaust of buildings or
structures. This letter is to certify that _____
NAME OF EMPLOYEE

is/was employed by us from _____ to _____. I certify that the stated
STARTING DATE **ENDING DATE**

employee accomplished _____ hours of experience related to the installation of
NUMBER

sheet metal systems. By signing this letter, I certify that the information is factual
and that any misrepresentation is punishable under penalty of Law.

_____ **SIGNATURE** _____ **DATE**

_____ **PRINT NAME** _____ **TITLE**

_____ **ADDRESS OF COMPANY** _____ **CITY** _____ **STATE** _____ **ZIP**

_____ **PHONE NUMBER**