DATE

**Christine Gallager**

Director, Center for Professional Development

University College, University of Denver

2211 S. Josephine Street

Denver, CO 80208

Ms. Gallager,

Please accept this letter as an attestation that **EMPLOYEE NAME** is employed at **COMPANY NAME** as of today’s date.

In addition, I confirm that professional development training in **COURSE NAME** is an appropriate and job-relevant training for this employee and will result in one or more of the following (please check at least one):

[ ]  Job retention

[ ]  Skill development for increased job performance in current role

[ ]  Skill development for job growth, promotion, or wage gain

[ ]  Industry credential required or preferred for advancement opportunities

[ ]  Other (please explain)

Should you have any questions, please contact me using the information below.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME**

**TITLE**

**EMAIL**

**PHONE**