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**