

Sample Good Standing Letter (Re-Certification)

****Please note that this letter should be printed on agency letterhead and signed by a supervisor or director/administrative head of employing agency.**

August 1, 2013

Department of Emergency Services and Public Protection
Division of Statewide Emergency Telecommunications
1111 Country Club Road
Middletown, CT 06457

To Whom It May Concern:

In accordance with Section 28-30-10 (a) of the Connecticut State Regulations regarding Emergency Telecommunicator Recertification, please be advised that **(Telecommunicator's Name)** has maintained minimum skills, is in good standing, and has been employed as a Telecommunicator for no less than four years over the five year certification period.

Should you have any questions please contact me at (--- --- ----). Thank you.

Sincerely,

(Employee Supervisor)