**Format for Employer Letter of Recommendation and if Employee had the 30 hours of Mentoring Job Shadowing that Verification can be Combined in this Letter\***

1. The employer(s) letter of recommendation must be on the Employer letterhead and signed.
2. If the employee requires verification of 30 hours of job mentoring or shadowing that verification may be included in this letter as well.
3. The letter should describe the breadth of experience the intervenor has had with a variety of clients including the number of different clients.
4. The letter should address client rapport and satisfaction.
5. Any additional information that the supervisor believes important to the determination of Eligibility.

\*The two may be combined into this one letter