SAMPLE CMT RECOMMENDATION LETTER MUST BE ON EMPLOYER'S AGENCY LETTERHEAD

DATE

HAL NEISLER
JEFFERSON COLLEGE
CMT PROGRAM
CONTINUING EDUCATION
1000 VIKING DRIVE
HILLSBORO MO 63050

DEAR MR. NEISLER:

Please accept this letter of recommendation for Kay Williams to participate in the Certified Medication Technician Program sponsored by Jefferson College. Ms. Williams is currently employed with our agency as a Certified Nurse's Aide, and has been employed since _____ (date).

ABC Retirement Center conducted the necessary employment checks when Ms. Williams was hired including:

Criminal background check
Drug Screening
Verification of Employee Disqualification List
Federal Marker
CNA Register
Family Care Safety Register

Copies of the background check information are attached.

If additional information is needed, please contact me at _______.

Sincerely,

Agency Administrator or Director of Nursing