

# Technical Certification Support

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to confirm that [Employee's Name] has been employed with [Your Company] as a [Employee's Job Title] since [Employee's Start Date].

During their tenure, [Employee's Name] has demonstrated proficiency in the following areas:

- [Skill/Area of Expertise 1]
- [Skill/Area of Expertise 2]
- [Skill/Area of Expertise 3]

We fully support [Employee's Name] in pursuing the [Certification Name] certification, as it aligns with their professional development and our organization's goals.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company]