

Letter of Job Details for Professional License

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment details of [Employee's Full Name] for the purpose of obtaining a professional license.

Employee Name: [Employee's Full Name]

Position: [Job Title]

Department: [Department Name]

Employment Start Date: [Start Date]

Employment Type: [Full-time/Part-time/Contract]

Job Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

This role requires [mention any required skills/qualifications relevant to the professional license].

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

Thank you for your attention.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]