

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

