Sample Good Standing Letter (Re-Certification)
**Please note that this letter should be printed on agency letterhead and signed by a supervisor or director/administrative head of employing agency.

August 1, 2013

Department of Emergency Services and Public Protection
Division of Statewide Emergency Telecommunications
1111 Country Club Road
Middletown, CT 06457

To Whom It May Concern:

In accordance with Section 28-30-10 (a) of the Connecticut State Regulations regarding Emergency Telecommunicator Recertification, please be advised that (Telecommunicator’s Name) has maintained minimum skills, is in good standing, and has been employed as a Telecommunicator for no less than four years over the five year certification period.

Should you have any questions please contact me at (--- --- ----). Thank you.

Sincerely,

(Employee Supervisor)