**NJEXCEL - Years of Educational Experience Verification Letter**

This letter must be composed on the official school district letterhead.

It must be from and include the **original signature** of the Superintendent, Assistant Superintendent or Director of Human Resources/Personnel.

Please mail a hard copy of the letter to our office. Thank you.

**SCHOOL DISTRICT LETTERHEAD**

**DATE**

Mrs. Angelina Martino Finnegan

Director of School Leadership Programs

Foundation for Educational Administration

12 Centre Drive

Monroe Township, NJ 08831-1564

Dear Mrs. Finnegan:

This letter will confirm that **NAME OF CANDIDATE** successfully completed **TOTAL # YEARS** of full-time, certificated experience as a **job title, PLEASE SPECIFY** under a valid New Jersey certificate **certificate/Endorsement title, PLEASE SPECIFY** while employed in **DISTRICT NAME** from **DATE to DATE**.

Sincerely,

**NAME, JOB TITLE AND ORIGINAL SIGNATURE**